# USER'S MANUAL

# CIVILIAN HUMAN RESOURCES

# ACTIVITY BASED COSTING SYSTEM

Version 2.0

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# TABLE OF CONTENTS

**INTRODUCTION** 1

**USING YOUR ABC SYSTEM** 2

**I. LOGGING INTO THE SYSTEM** 2

**II. THE HOME PAGE** 3
- A. Three Links and On Line Help 3
  - ABC Administration Link 3
  - User's Manual 3
  - On Line Evaluation 3
  - ABC On-Line Help 3
- B. Calendar Function 4
- C. Automatically Adding Holiday Leave 5

**III. DAILY VIEW SCREEN** 7
- A. Basics 7
- B. Charging Time and Activities 9
  - 1. Charging Time and Activities to Uncaptured RPAs 9
  - 2. Charging Time and Activities to Non-RPA Related Actions 14
  - 3. Charging Time and Activities to Previously Captured RPAs 15
- C. Adding Leave Information 17
  - 1. Adding Leave for a Single Day 17
  - 2. Adding the Same Amount of Leave for Several Consecutive Days 19
- D. Editing a Key Activity 21
- E. Editing Leave 22
- F. Deleting a Key Activity/Leave 23
  - 1. Deleting Individual Entries 23
  - 2. Deleting All Entries for a Given Day 24

**IV. WEEKLY VIEW** 25
- A. Adding Key Activity Information 26
- B. Adding Leave 26
- C. Editing a Key Activity 26
- D. Editing Leave 27
- E. Deleting Activity / Leave 27

**V. TIME SHEET SCREEN** 28
- A. Time Sheet Function 28
- B. Printable Time Sheet 29

**VI. VIEW PROFILE SCREEN** **30**
A. System Administrator Screen 30
B. Setup UIC Function 30
C. Setup Inbox Function 31

**VII. HELP SCREEN** **33**

**APPENDIX 1. HANDLING SPECIAL SITUATIONS**

**APPENDIX 2. ACTIVITY DICTIONARY**

**APPENDIX 3. DEFINITIONS**

**APPENDIX 4. ACRONYMS**

**APPENDIX 5. SPECIAL INSTRUCTIONS FOR TIMEKEEPERS**

**APPENDIX 6. REPORTS MODULE**

# Introduction

This guide is designed to provide you with easy-to-follow instructions on how to use your Army Civilian Human Resources (CHR) Activity Based Costing (ABC) System. At the end of this guide, you'll find an Activity Dictionary, definitions, and a list of acronyms – all of which will help you identify and define the key activities that you will be using.

Your Army CHR ABC System captures time, activity, and cost data on activities that support major CHR functions:

- Direct Cost Functions
  - Benefits and Entitlements
  - Classification
  - Human Resources Development
  - Management Employee Labor - Relations
  - Mobilization
  - Staffing
- Indirect Cost Functions
- Sustaining Functions

The ABC System's database consists of time and activity data from the system's data-entry module, financial cost data fed into the system, and data indirectly coming from the Modern Defense Civilian Personnel Data System (Modern DCPDS).

Your ABC System allows you to make entries on-line, 24 hours a day, from any computer in the world with access to the internet. The information you keep in the system is always secure, protected by the latest encryption technology and strict privacy policies.

Because the system is web-based, you can run several civilian personnel systems, including this one, simultaneously. Minimize the application when it is not in use and maximize it when you want to enter time and activity data as you work throughout the day.

# LET'S BEGIN TO USE THE ABC SYSTEM!!

# USING YOUR ABC SYSTEM

## I. LOGGING INTO THE SYSTEM

A. Access the system by entering the URL, provided to you by your local systems administrator, in the address field of your browser (your ABC System will work only with Internet Explorer version 5.5 or higher).

> ***TIP*** Contact your local systems administrator if you do not have a **User Name** and/or **Password**. He/she will provide you with specific instructions.

B. After you have gained access, you will see the title bar, **Enter Network Password,** on the popup window (see Figure 1). Enter your **User Name** and **Password** in the appropriate fields.

C. After entering your **User Name** and **Password**, click on the **OK** button. The next screen you will see will be the **Home Page**. Click the "**Cancel**" button if you want to cancel your entry/entries.

> ***Password TIPS***
> - Remember that your password is **CaSe SeNsiTiVe**.
> - Keep in mind that your password will change after a prescribed period of time.

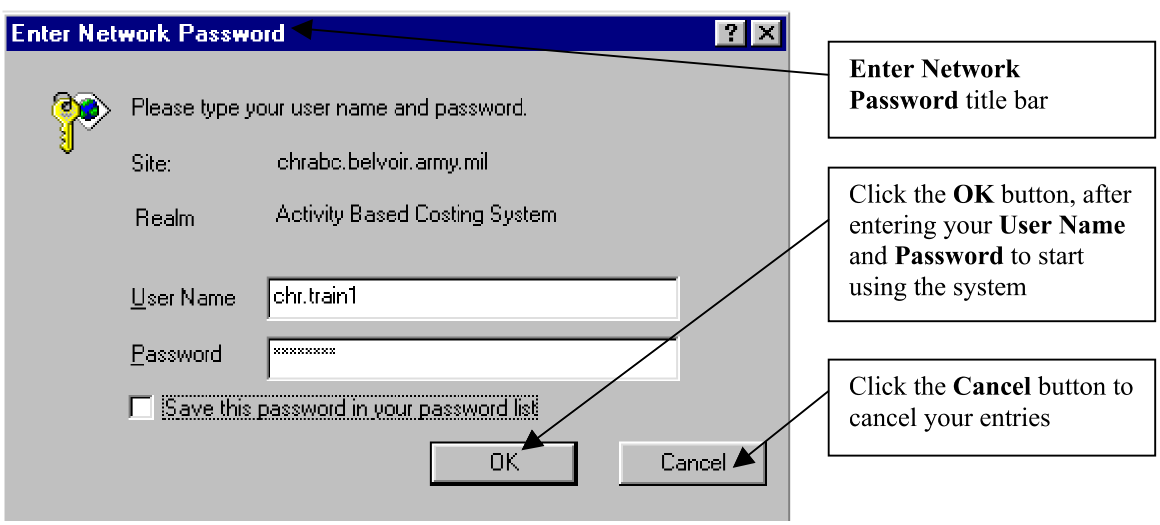



**Figure 1. Log on screen**

# II. The Home Page

## A. Three Links and On Line Help

The first screen you will see after you log into the ABC System is the **Home Page** (Figure 2). To the right of the words, "**Activity Based Costing**," there are three links and a **book icon** with a "**?**" on top of it.

- The first link, "**ABC Administration,**" allows local timekeepers and other authorized officials to modify the system. If you have not been granted permission to access this link, you will see a pop up window stating: "**You do not have sufficient privileges to view this page. Please contact the administrator.**"

> ***Note to Local Timekeepers***
> Please refer to Appendix 5, Special Instructions for Timekeepers, on how to use the system's timekeeping function.

- The second link, "**User's Manual,**" gives you access to information contained in this document. You must have Adobe Acrobat installed on your computer to view this document on line.

- The third link, "**On Line Evaluation**," allows you to submit on-line comments on the system directly to Headquarters, Department of the Army.

- Clicking on the **book icon** allows you to access the "**ABC On Line Help**" screen and links. You will find answers to the most commonly encountered situations here. See Section VII, **Help Screen**, for more information.

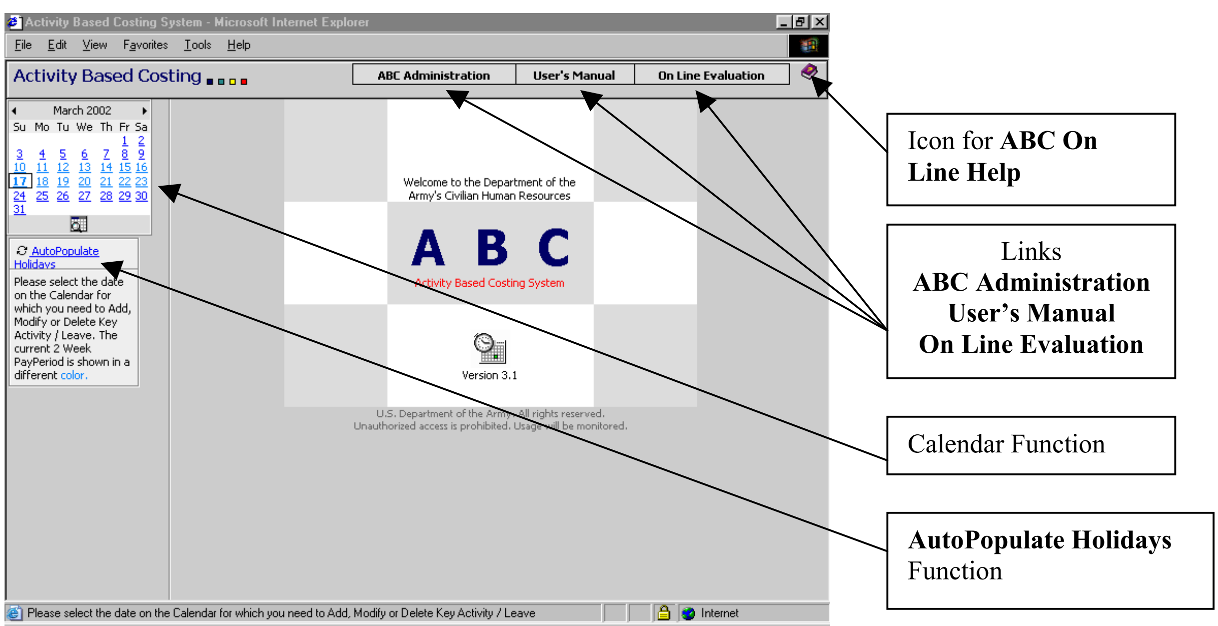



**Figure 2. Home page for the ABC System**

## B. Calendar Function

Under the words,"Activity Based Costing," you will see a **calendar,** an **AutoPopulate Holidays** link (described in Section II, paragraph C), and an information box underneath it. By clicking on any date on the calendar, you can add, edit, or delete time and activity/leave data for the date selected.

| |
|---|
| ***NOTES*** |
| The system always defaults to the current month after you log into it. |
| A box surrounds the current date. |
| The system shows the **current pay period** in a different color. |

- Click on any date on the calendar to see the "**Daily View**," "**Weekly View**," "**Time Sheet**" and "**View Profile**" tabs. Your system automatically displays the **Daily View** screen for the selected date after you click on the date. See Figure 3.

- If the month, date, and/or year you are interested in does not appear on the screen, click the arrow on either side of the month and year (◄) or (►). The symbol (◄) will move you to a previous month. The symbol (►) will move you to a future month. See Figure 3.

- If the current month does not appear on your screen, click on the **current month icon**. By doing so, the system will return you to the current month. See Figure 3.

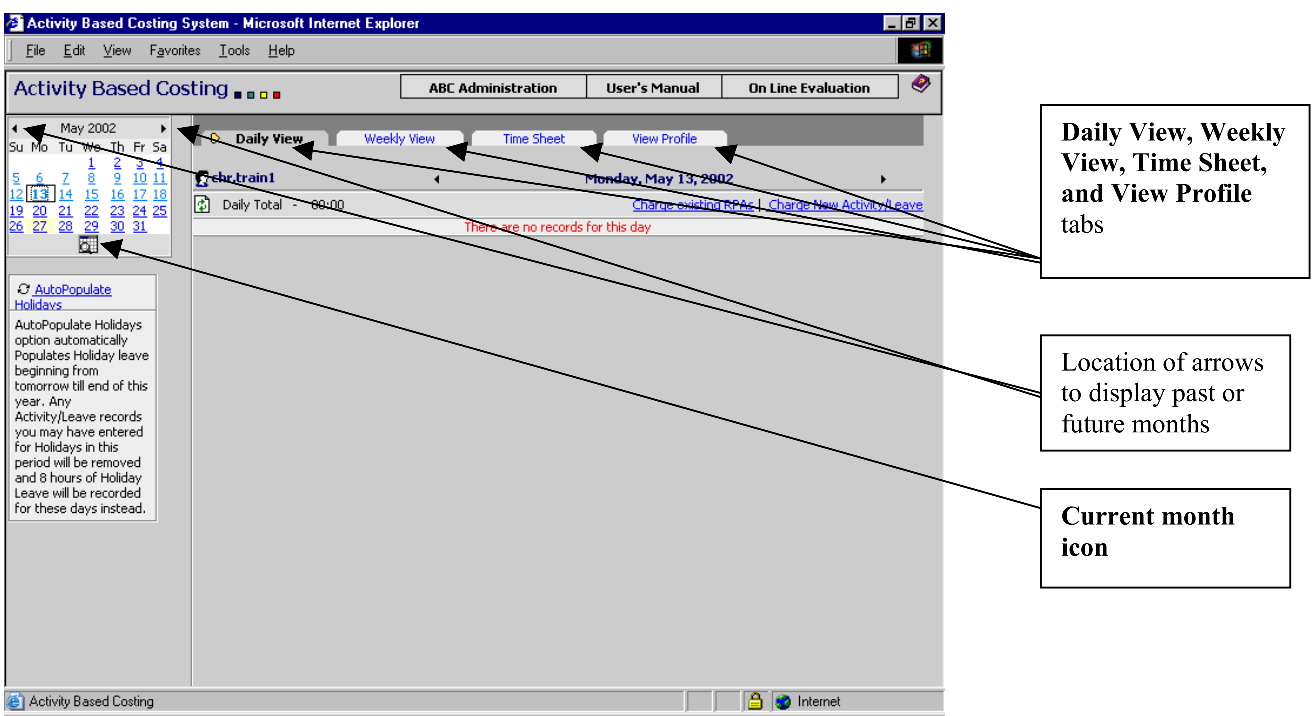



**Figure 3. Daily View, Weekly View, Time Sheet, and View Profile screen**

## C. Automatically Adding Holiday Leave

The **AutoPopulate Holidays** function allows you to automatically add 8.0 hours of holiday leave for every Federal holiday from the **day after** you access the system to the end of the current calendar year.

> ***NOTES***
>
> - This function will not automatically record holiday leave for Federal holidays <u>on or before</u> the date that you enter the system.
> - Any activity or leave records that you may have entered for a Federal holiday during the period covered by this function will be automatically removed and replaced with 8.0 hours of holiday leave.

- To use this function, click on the **AutoPopulate Holidays** link underneath the calendar. See Figure 4.

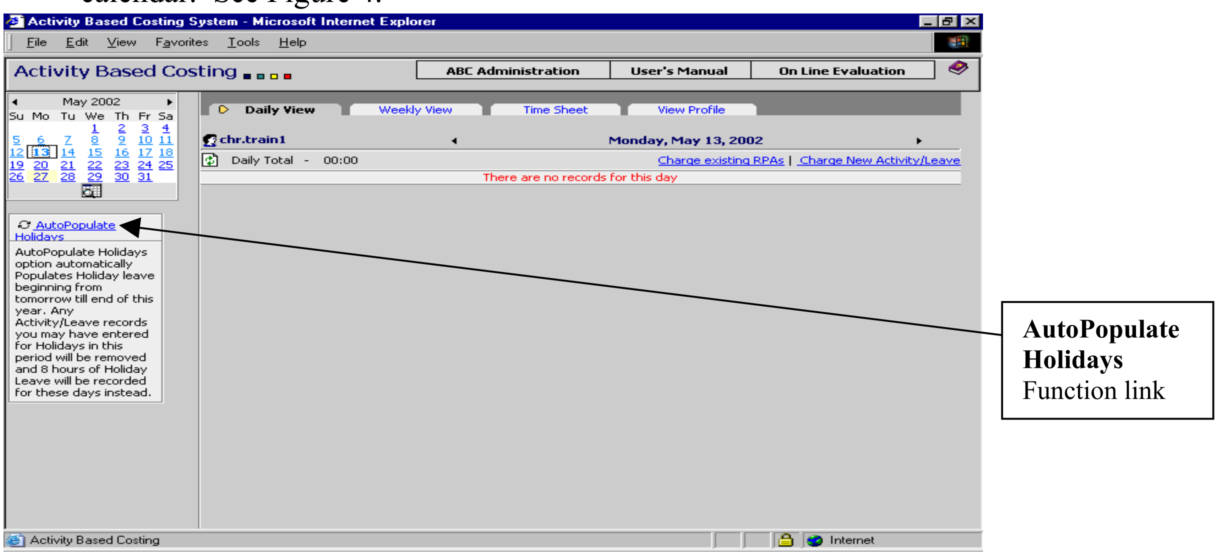



**Figure 4. Location of AutoPopulate Holidays function link**

- After clicking on the link, you will see a pop up window warning you that, if you use this function, you will delete all activity/leave entries you may have entered for a Federal holiday during the period covered. Click the "**OK**" button to proceed. Click the "**Cancel**" button to stop the function. See Figure 5.

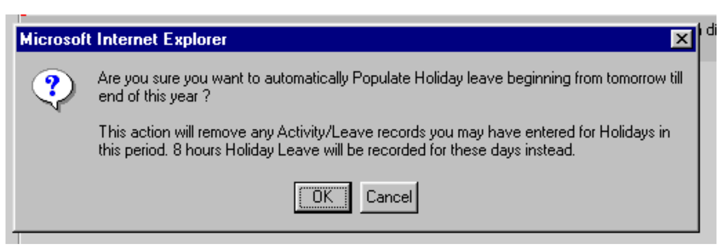



**Figure 5. Popup Window warning**

- By clicking the OK button, 8.0 hours of holiday leave will be added to the system for each Federal holiday from the day after you access the system to the end of the calendar year. See Figure 6.

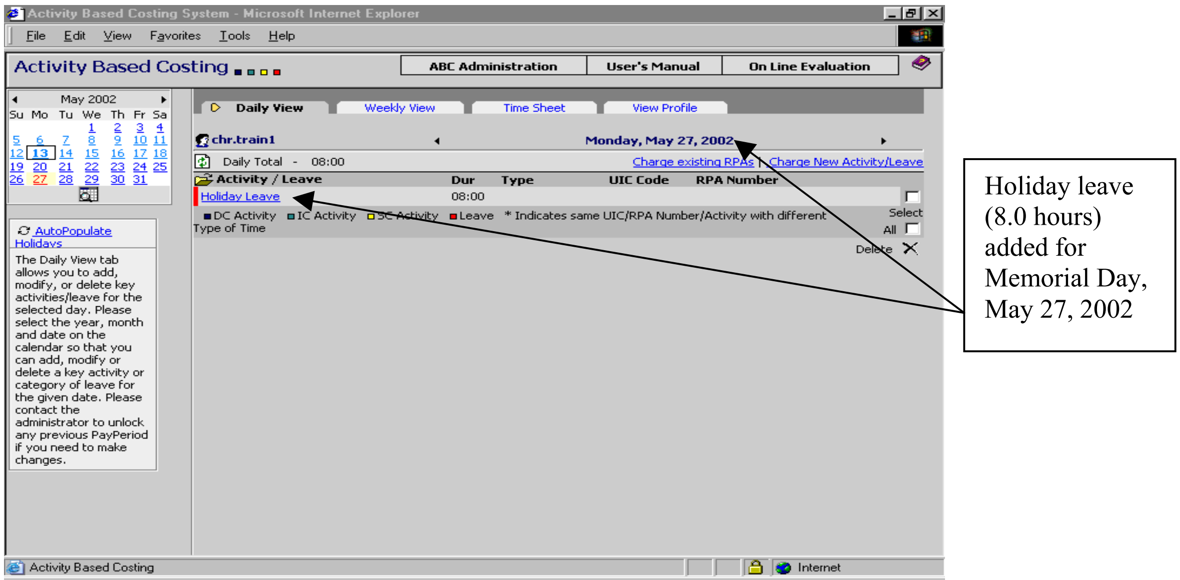



**Figure 6. Holiday leave automatically added for a future holiday**

## *NOTES*

- If you are working on an alternate work schedule (e.g., eight nine-hour days, one eight hour day, and one day off) and a Federal holiday falls on one of your nine-hour days, you may edit the Holiday Leave entry to reflect 9.0 hours of annual leave taken. See Section III, Daily View Screen, paragraph E, Editing Leave.

- If you actually perform work on a Federal holiday, you may add to, edit, and/or delete the Holiday Leave entry automatically entered into the system for a given holiday. See Section III, Daily View Screen.

# III. Daily View Screen

The **Daily View** tab allows you to charge, modify, or delete key activities and/or leave for selected days. The system saves these entries and simultaneously populates the **Weekly View** and **Time Sheet** screens.

## A. Basics

After clicking on a specific date on the **calendar**, your system automatically defaults to the **Daily View** screen for the selected day/date. See Figure 7. If you are viewing another screen, you may access the **Daily View** screen at any time by clicking on the **Daily View** tab. Your system will display the **Daily View** screen for the date previously selected.

- Your **name, day, month, date**, and **year** appear on one line. Also, all data (e.g., activity/leave, duration of time, type of time, UIC, and RPA number) that you entered for the selected date will be displayed. See Figure 7.

- If the day, month, date, and/or year appearing on your Daily View screen are not correct, you may select another date for the month displayed. You may move backward or forward one month at a time by clicking the backward (◀) or forward (▶) arrows on the calendar. Refer to Figure 3. You may move backward or forward one day at a time by clicking the backward (◀) or forward (▶) arrow next to the Day, Month, Date, Year display. See Figure 7.

- The "**Daily Total**" line indicates the total number of hours, paid or unpaid, that you have entered for a particular date.

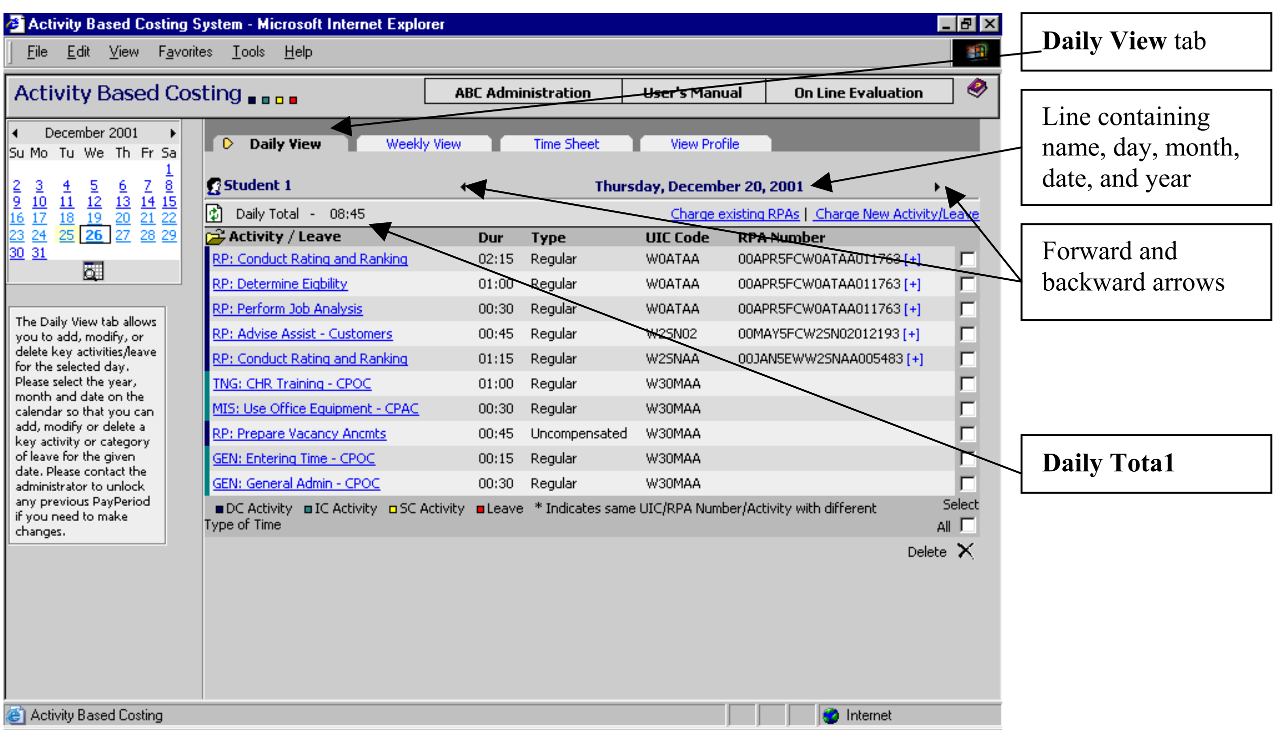



**Figure 7. Daily View screen**

- If there are no activity or leave entries entered for the date you selected, the message, **"There are no records for this day"** will appear on the **Daily View** screen.

- To add an activity or add a leave entry, click the **Charge New Activity / Leave** link (which is to the right of the day, month, date, and year information). See Figure 8.

- To add an activity to an existing RPA that you have already captured, click the **Charge existing RPAs** link. See Figure 8.

- To view changes to the screen without leaving it, click on the **refresh** icon to update your screen. See Figure 8.

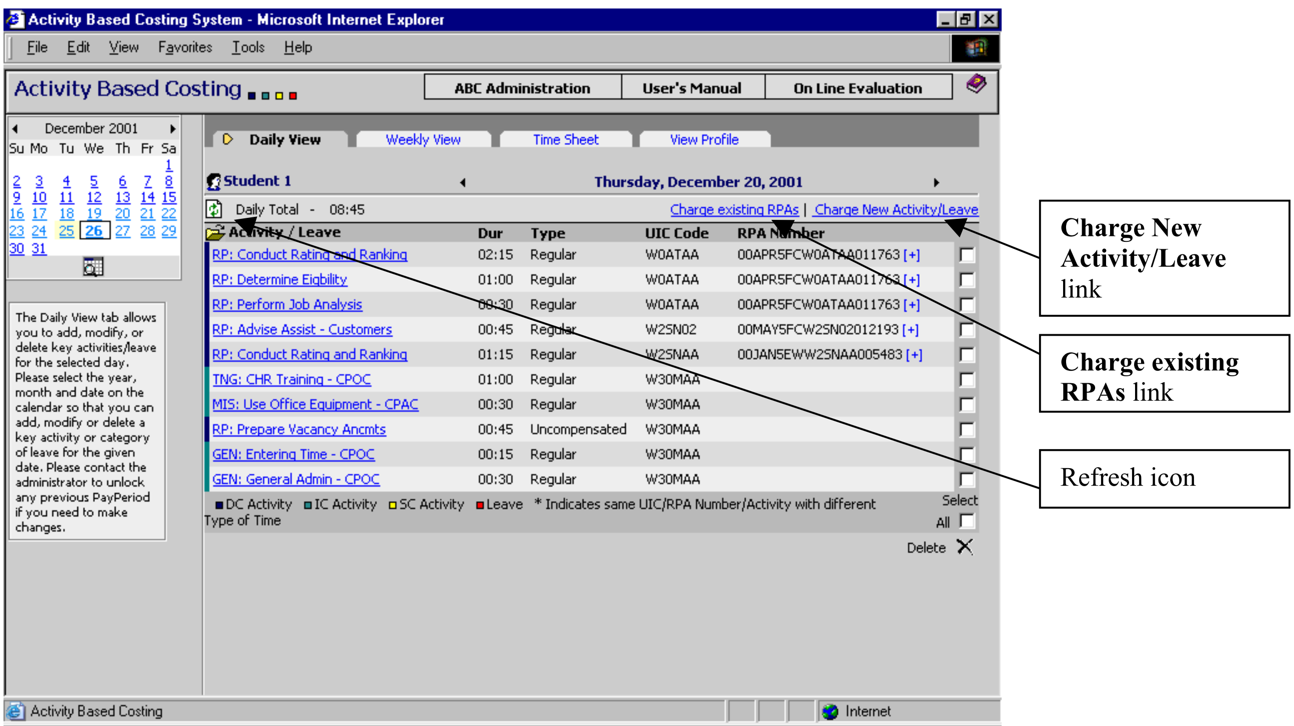



**Figure 8. Daily View screen – additional links**

## B. Charging Time and Activities

### 1. Charging Time and Activities to Uncaptured RPAs

a. Click on the **Charge New Activity / Leave** link on the **Daily View** screen. The **Charge New Key Activity (UIC) / Leave for (date), UIC Mode** pop up window will appear. See Figure 9. Notice that the date on your **Daily View** screen is displayed on the title pane of the window. The day and date are also indicated in the window after the title, "**Date**."

b. Your system automatically defaults to the **Activity (UIC)** radio button when the pop up window appears. If for some reason the **Leave** radio button is filled in (e.g., you made a manual change to your selection), click on the **Activity (UIC)** radio button.

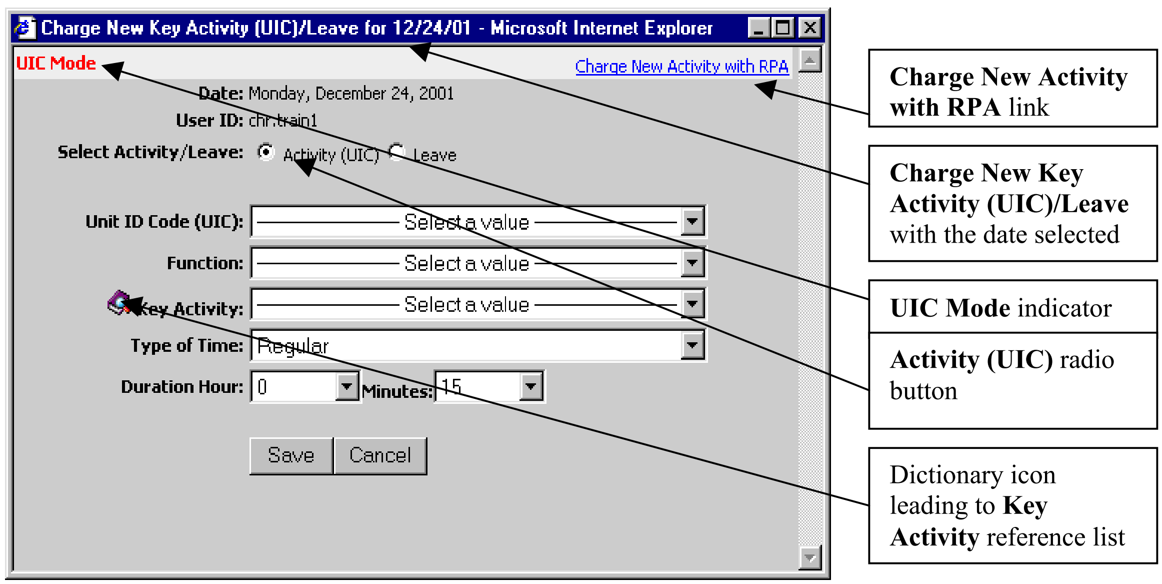



**Figure 9. Charge New Key Activity (UIC)/Leave for (Date), UIC Mode window**

*TIP*

**Don't know which key activity to associate your time against? Click on the** dictionary icon **to the left of the words "**Key Activity.**" The links that appear will help you identify which activity to charge your time against.**

c. Click on the link, "**Charge New Activity with RPA**" in the upper right-hand corner of the popup window (See Figure 9). Another popup window with "**Select RPAs from List**" in the title pane will appear. Below the title pane, you will see the message, **Click Refresh to build new list from Modern. Hit "F5" key to Re-load current List**. You will also see a **Select your Region** drop down menu, and **Refresh and Cancel** buttons. See Figure 10.

d. To return to the **Charge New Activity (UIC)/Leave for (date) – UIC Mode** window, click on the **Cancel** button.

e. From the **Select your Region** drop down menu, select the appropriate region (that is, the regional server where the RPA data reside), highlight it, and it will appear in the field. Next, click on the **REFRESH** link to see an updated list of RPAs that you can access.

### *NOTES*

Each time the **Select RPA(s) from List** popup window opens, you should ALWAYS select a region and click on the **REFRESH** button to build a new list from the MDCPDS OR hit the **F5 key** to re-load the current list.

The title pane of the window containing the list says, **Select RPAs from List. Generated on: (date, time – Microsoft Internet Explorer**). After clicking the **REFRESH** button, ensure that the current date and time are refelcted in the title pane. If the current date and time do not appear, hit the F5 key.

To see a list of RPAs from a different regional server, highlight the desired region from the **Select your Region** drop down menu and click on the **REFRESH** button or **F5** button. Make sure that the date and time appear in the title pane of the window. You will see your requested list of RPAs.

f. You will also see several columns of data, with the following column headings**:** **RPA, Status, NOA Desc, Inbox, UIC,** and **Date Sent**. See Figure 10.

### *NOTES ON "SELECT RPA" WINDOW*

- Under the column, "**RPA**," you will see a list of **RPA** numbers available to you. These RPAs may be in one or more inboxes that you are permitted to view at the time you select this option.
- **Status** refers to whether an action is open, closed, cancelled, etc**.**
- **NOA Desc** refers to the primary nature of action for the RPA**.**
- **Inbox** refers to the MDCPDS inbox (as identified by an employee's userid) where a specific RPA can be located.
- **UIC** refers to the Unit Identification Code *of the position* tied to the RPA.
- **Date Sent** refers to the date that the RPA was sent from the last user's inbox to the current user's inbox.

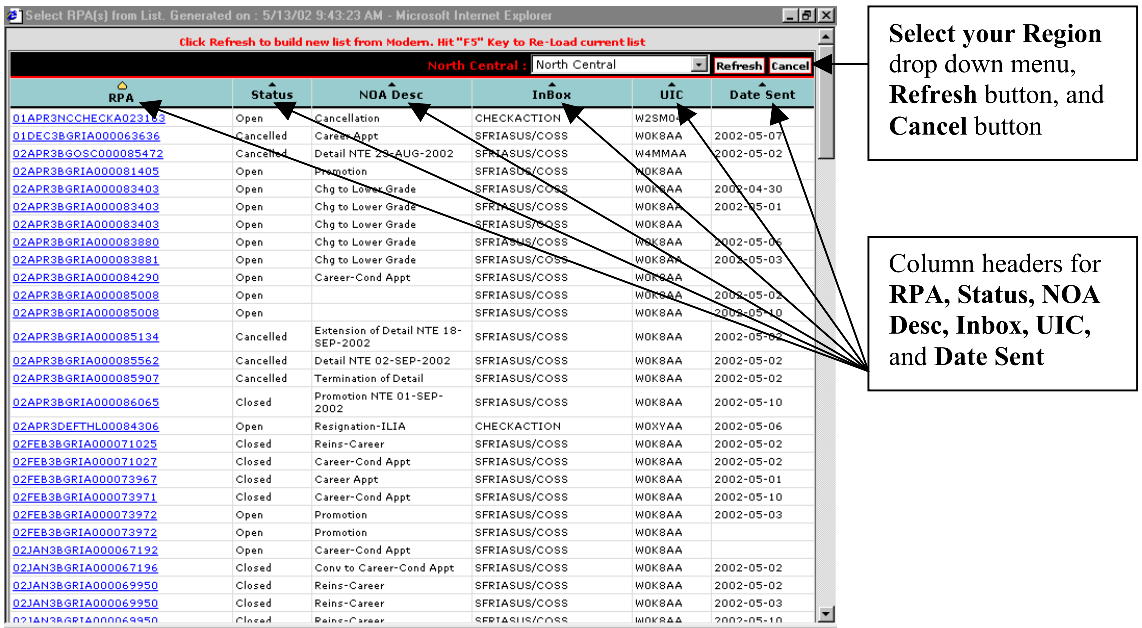



**Figure 10. Select RPA from List pop up window**

g. To help you locate an RPA more quickly, you may sort the information listed in each column by clicking the column heading descriptions.

> ***NOTES ON SORTING***
>
> **Clicking a column header will sort listings in that column by the first alphanumeric character, then the second character, etc.**
>
> **If the arrow above the column heading is yellow-green in color, it indicates that the column has been sorted. If the arrow is pointing upward, then the list has been sorted in ascending order. If the arrow is pointing downward, then the list has been sorted in descending order. The system automatically defaults to sorting the list of RPAs in ascending order.**

h. Click on the RPA number that you want to capture. See Figure 10.

> ***IMPORTANT!!***
>
> Your personal MDCPDS inbox is associated with a unique, personal userid. You can view and select any RPA from your personal system account, provided that you know: a) which inbox the RPA resides in and b) the userid assigned to that particular inbox. With this information, you can add userids to your ABC System account and thus, view RPAs in other users' inbox(es).
>
> To add the userid assigned to any MDCPDS inbox (e.g., pause, RIF, etc.) to your account, follow the guidance contained in Section VI, View Profile Screen, paragraph C, Set Up Inbox Function.



i. The RPA number will populate the field "**RPA Number (SF 52)**" that appears in a new pop up window -- "**Charge New Key Activity (RPA)/Leave for (date)" – RPA**

**Mode** (See Figure 11). You may change the RPA number that appears in the field by clicking on the **Select RPA** link and selecting the correct RPA number from the **Select RPA** popup window. The newly-selected RPA number will then populate the field.

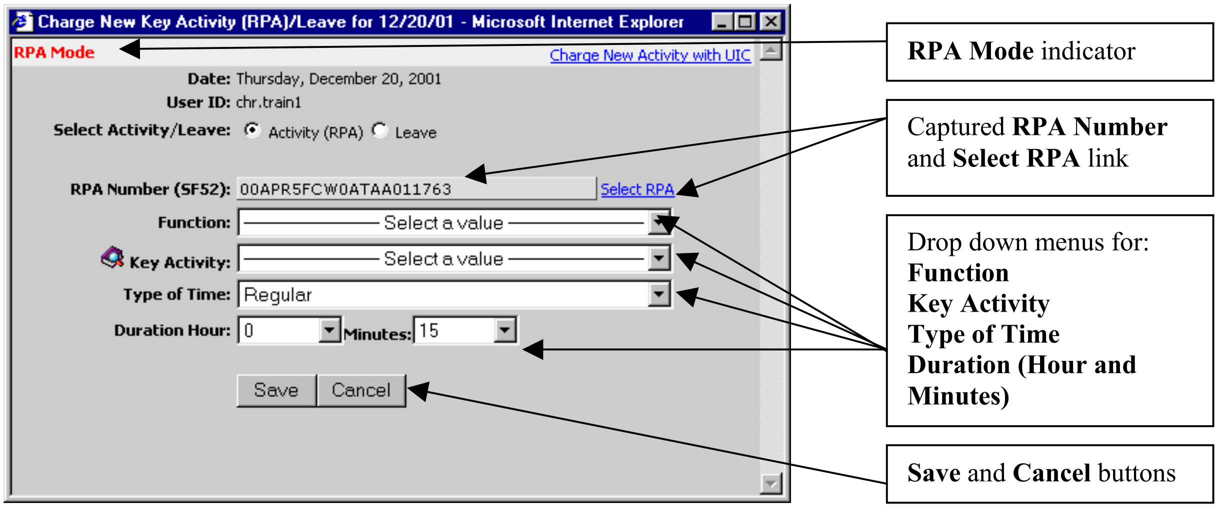



**Figure 11. Charge New Key Activity (RPA)/Leave – RPA Mode pop up window**

## *NOTES ON THE RPA MODE*

Your system will not allow you to save data in the **RPA Mode** unless you have selected an RPA number.

When you select an RPA number by using the **Charge New Activity with RPA** function, the **Unit ID Code (UIC)** field disappears. Your system automatically captures the UIC from the RPA you selected. No manual entry is needed.

j. Select the appropriate **Function** from the drop down menu. If you forget to add a function before trying to save your entry, you will see a pop up window stating, "**Please select a function**."

k. Select the appropriate **Key Activity** from the drop down menu. If you forget to add a Key Activity, you will see a pop up window stating, "**Please select a key Activity**."

l. Enter the appropriate **Type of Time** (regular, compensatory, overtime, or uncompensated) that applies to the work performed. Your system automatically defaults to "**Regular**" time, unless you change it by selecting another category from the drop down menu. If you forget to select a **Type of Time**, you will see a pop up window stating, "**Please select a Type of Time**."

m. Fill in the **Duration** of time spent on the activity. Select the "**Hour**" and "**Minutes**" from the drop down lists.



## *NOTES ON RECORDING TIME*

- Your system immediately defaults to 0 hours and 15 minutes upon entry.

- Actual times spent on activities from 0-15 minutes are recorded to the minute.
- Times spent on activities beyond 15 minutes are recorded to the nearest 15-minute interval by rounding your time up or down.

You must account for all regularly scheduled hours worked each day. If you work eight hours a day, 40 hours per week, you must account for a minimum of eight hours of work and/or leave each day and 40 hours of work and/or leave each week.

If you are on a compressed work schedule, and work eight nine-hour days, one eight-hour day, and have one day off, you must account for a minimum of eight nine-hour days, one eight hour day, and one day off for each pay period.

n. Click the **Save** button to save your entry or the **Cancel** button to exit from the window. Clicking the **Save** button will update your **Daily View** screen (Figure 12). A **color bar** to the left of your entry indicates the type of cost (direct, indirect, or sustaining) associated with your entry. All entries are listed in order of their UICs. Clicking the **Cancel** button will return you to your original **Daily View** screen (refer back to Figure 7). If your **Daily View** screen has <u>not</u> been updated, click on the REFRESH icon.

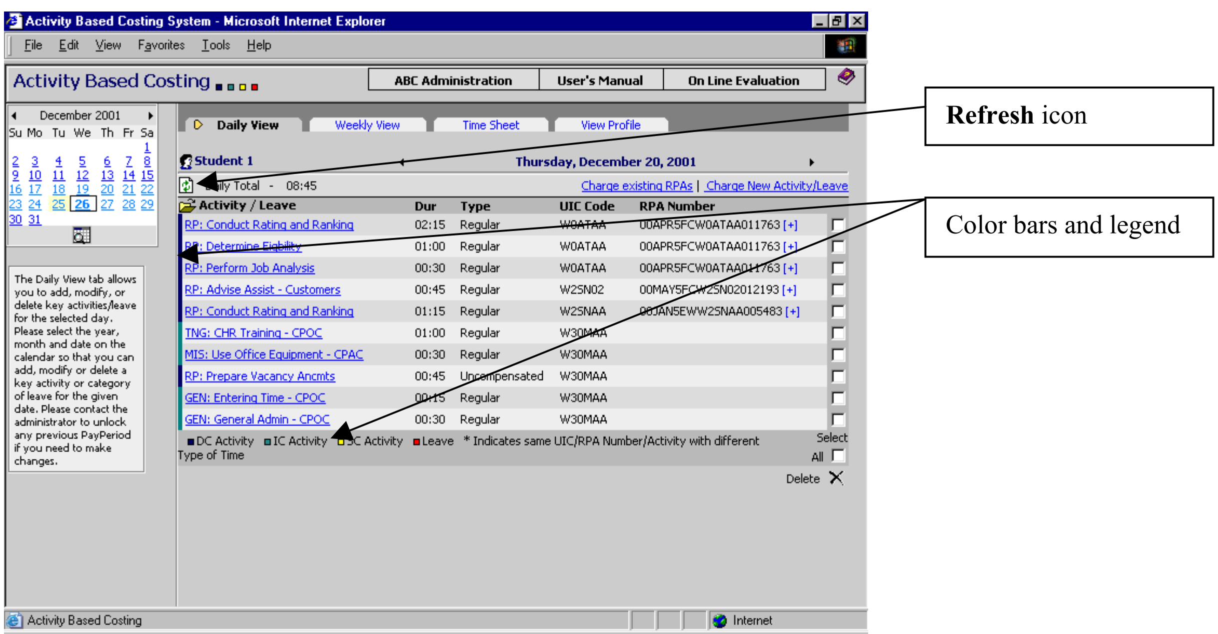



**Figure 12. Daily View screen with updated key activity information**

## 2. Charging Time and Activities to Non-RPA Related Actions

All RPAs have a UIC entry. Your system automatically populates the **Unit ID Code (UIC)** field when you capture an RPA. However, not all activities are associated with an RPA. If an activity is **NOT** associated with an RPA (e.g., "Develop Maintain Policy," "Midterm Bargaining," Train HR (Community)), follow the procedures below:

a. While in the **Charge New Key Activity (UIC)/Leave for (Date) – UIC Mode** pop up window, select the UIC you want from the drop down list. The UIC will appear in the field ***if it has already been added to your "favorites" list***. (Figure 13). ***If it has not, then you must add it (see the information in the box, "Notes on Entering UICs (Non-RPA Activities)" below).***

b. Follow Section III, paragraph B(1), steps j-n to complete and validate your entry.

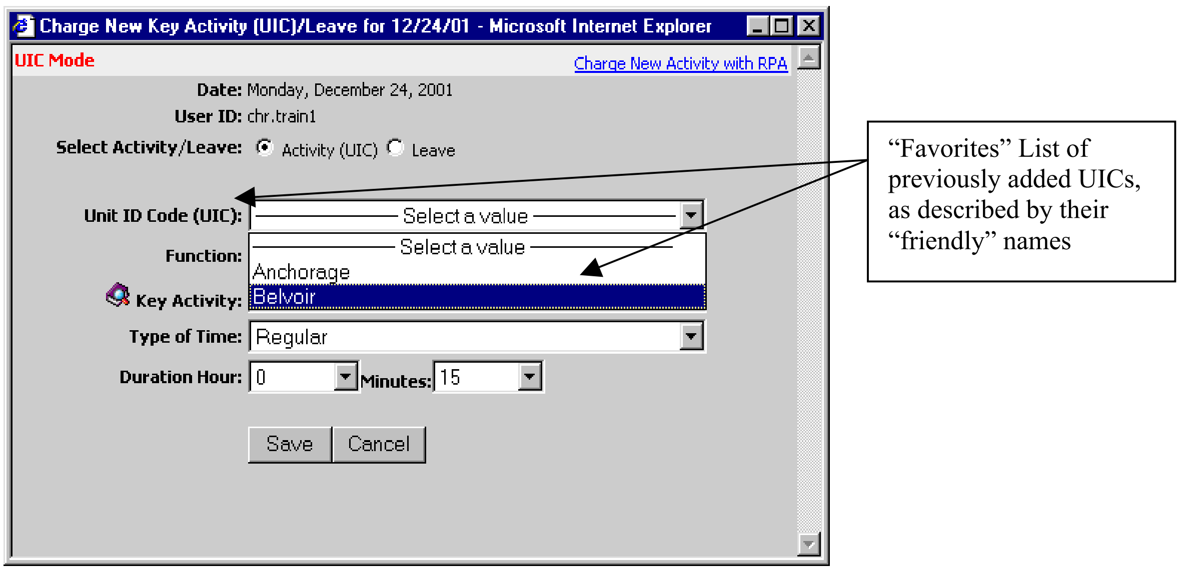



**Figure 13. Display of Favorite Unit ID Code (UIC) list**

### *Notes on Entering UICs (Non-RPA Activities)*

- ***EVERY*** activity must be associated with a UIC (regardless of whether or not an RPA is involved).
- For non-RPA activities, you must enter UICs from your **Unit ID Code (UIC)** drop down list. To add UICs to this list, follow the procedures described in the Section VI B, "**Setup UIC** Function" of this manual.

## 3. Charging Time and Activities to Previously Captured RPAs

a. You can charge time and activities to previously captured RPAs for any calendar day/date requested by using the **Charge existing RPAs** link.

(1) Click the link, "**Charge existing RPAs**" that is to the left of the link, "**Charge New Activity/Leave**" on the **Daily View** screen. See Figure 8.

(2). A pop up window with the words "**Selected Date**" in the title pane will appear, notifying you that you can add new key activities to RPAs that you previously touched during the last 30 days (Figure 14). This function is especially helpful when you must charge times and activities to specific RPAs on an ongoing basis.

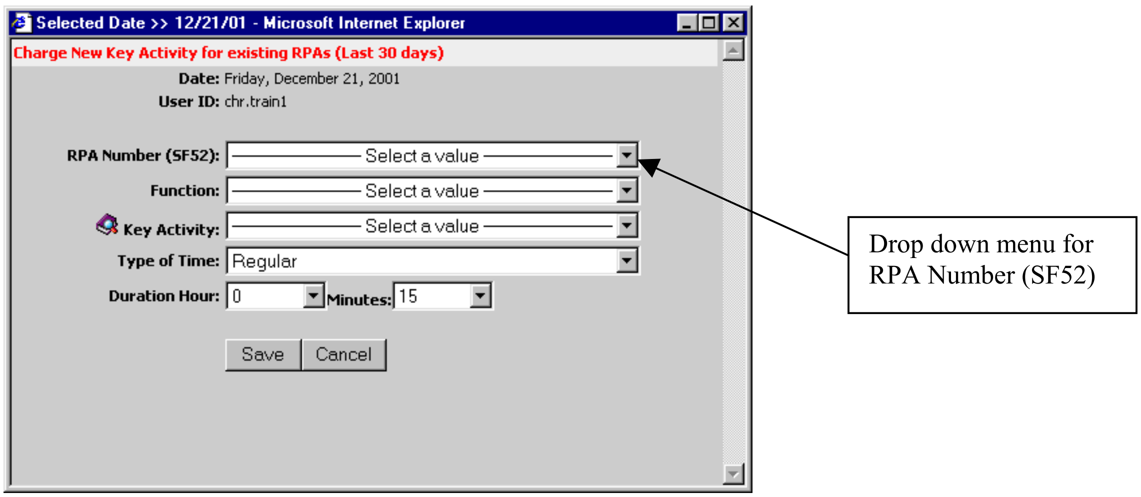



**Figure 14. Add New Key Activity for Existing RPAs pop up window**

(3) Click the drop down arrow for the **RPA Number (SF52)** field. You will see a list of all RPA numbers previously captured. See Figure 15a.

(4) Click on/highlight the RPA number that you want to update.

(5). Follow Section III, paragraph B(1), steps j-n to complete your entry.

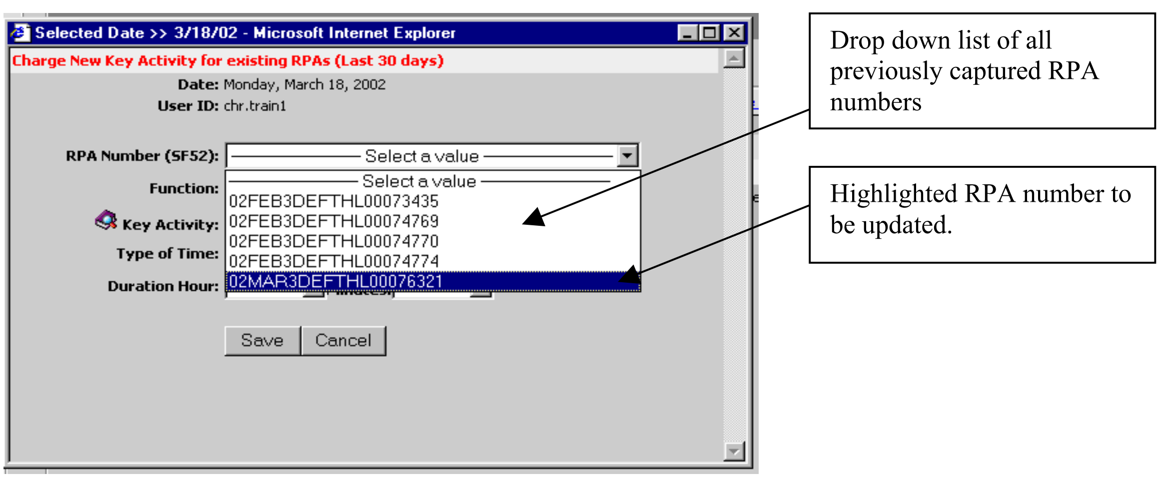



**Figure 15a. List of previously captured RPAs**

b. You can also charge new activities to previously captured RPAs directly from the **Daily View** screen.

(1) Click on the plus sign next to the RPA number to which you want to add time and activity. See Figure 15b.

(2) The popup window, **Selected Date, Charge new Activity for RPA #** will appear. From this window, you may then charge a new activity and the amount of time spent on it to the RPA. See Figure 15c.

| ***NOTE*** |
| --- |
| This function allows you to update time and activity data for a previously captured RPA on the day/date that appears on your **Daily View** screen. You cannot add time and activity data for a different date. |

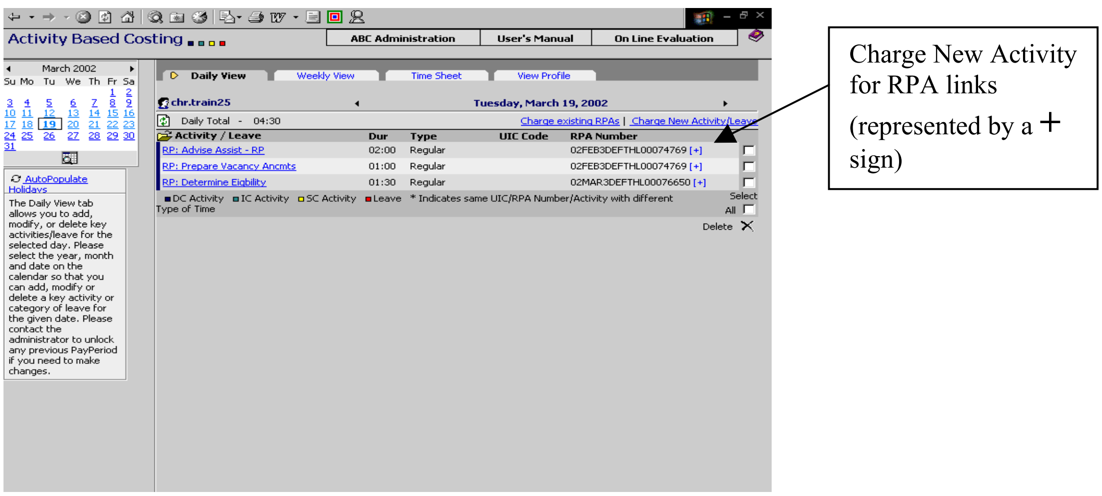



**Figure 15b. Location of Charge New Activity link on Daily View screen**

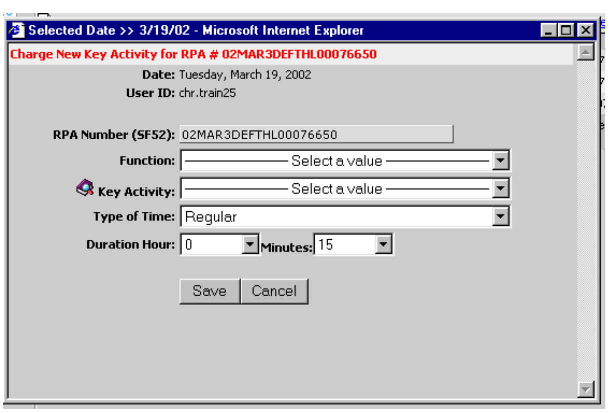



**Figure 15c. Charge New Activity for RPA # popup window**

## C. Adding Leave Information

All scheduled work hours for each scheduled workday must be accounted for by charging time against either an activity or leave.

### 1. Adding Leave for a Single Day

a. Click the **Charge New Activity / Leave** link on the **Daily View** screen (see Figure 8) to display the **Charge New Key Activity (UIC) / Leave for (**Date**), UIC Mode** popup window. (See Figure 9).

b. Verify that the correct date is displayed on the title pane of the window. Ensure that the date is also indicated after the heading, "**Date**."

c. Select "**Leave**" from the radio button choices. When you do so, a new window will display the leave entry fields. See Figure 16.

d. Select the **Type of Time** (i.e., the category of leave -- annual leave, sick leave, excused absence, holiday leave, etc.). See Figure 17.

e. Select the **Duration** of leave from the drop down menu (**Hours** and **Minutes**).

f. Select the **Save** button to save your entry. Selecting **Save** will update your entry for the date selected. Select the **Cancel** button to close the window. Selecting **Cancel** will return you to the **Daily View** screen for the day you had selected.

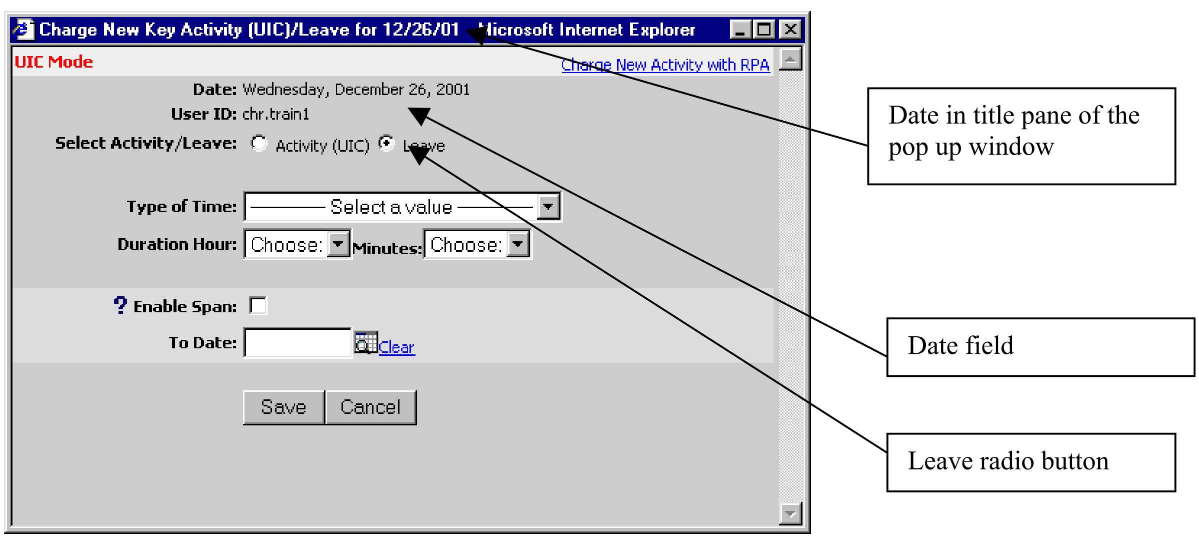



**Figure 16. Charge New Activity (UIC)/Leave pop up window**

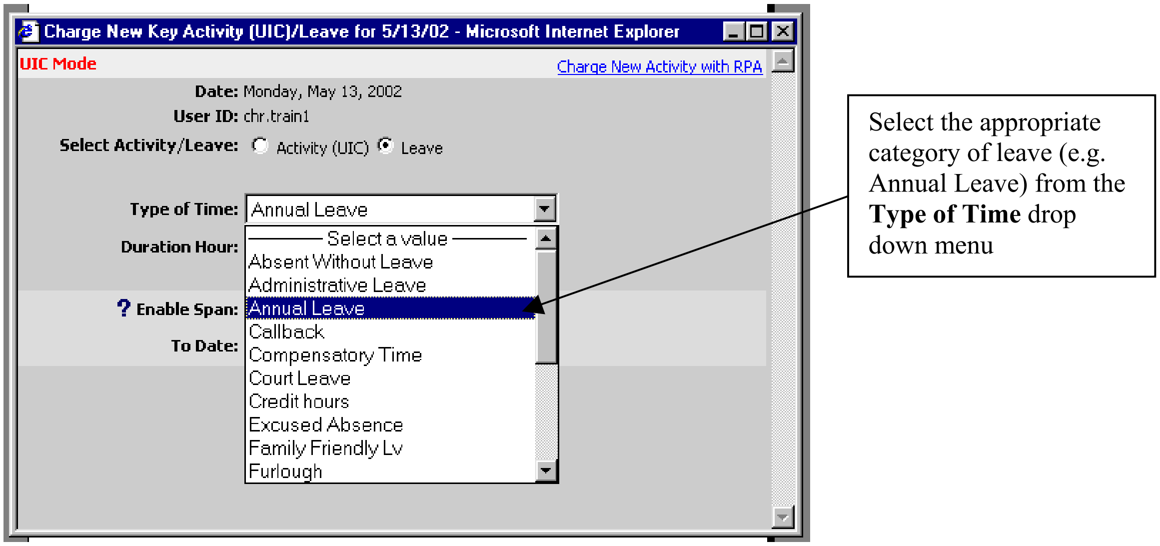



**Figure 17. Selecting category of leave**

g. After you have saved your entry, your **Daily View** screen will be updated. The **Daily Total** will be updated to reflect the amount of time recorded in the system for the date selected. A red **color bar** to the left of your entry indicates that it is a leave entry. Leave entries are listed after activity entries. See Figure 18.

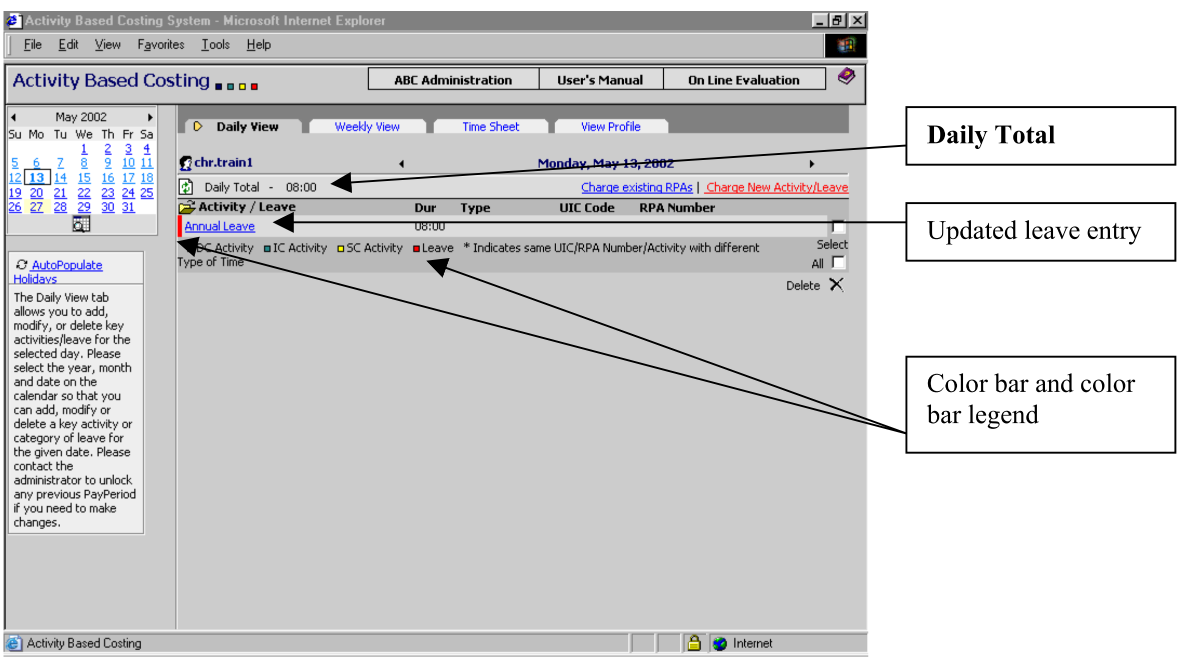



**Figure 18. Updated Daily View screen, showing leave added**

## 2. Adding the Same Amount of Leave for Several Consecutive Days

If you want to add the same amount of leave for several consecutive work days (typically, Monday through Friday), you can use the "**Enable Span**" option. (NOTE: If you want to add leave only for the current date, do NOT use this option). See Figure 19.

For example, to add 8.0 hours of annual leave for eight consecutive workdays:

a. Select the beginning date of the leave period requested/approved from the calendar that appears on the Home Page. The beginning date will typically be a future (vis-a-vis current) date.

b. Follow Section III, paragraph C, steps (1)a-e to enter your time.

c. Check the empty box next to the words "**Enable Span**" (be sure that there are no entries during the leave period concerned).

d. Click the calendar icon to the right of the "**To Date**:" field.

e. A **calendar** will appear in a pop up window. See Figure 20. You can move backward or forward in time by clicking the backward (◄) or forward (►) arrow. Click on the ending date of the leave period that you have selected. A month/date/year will populate the "**To Date**:" field. See Figure 21.

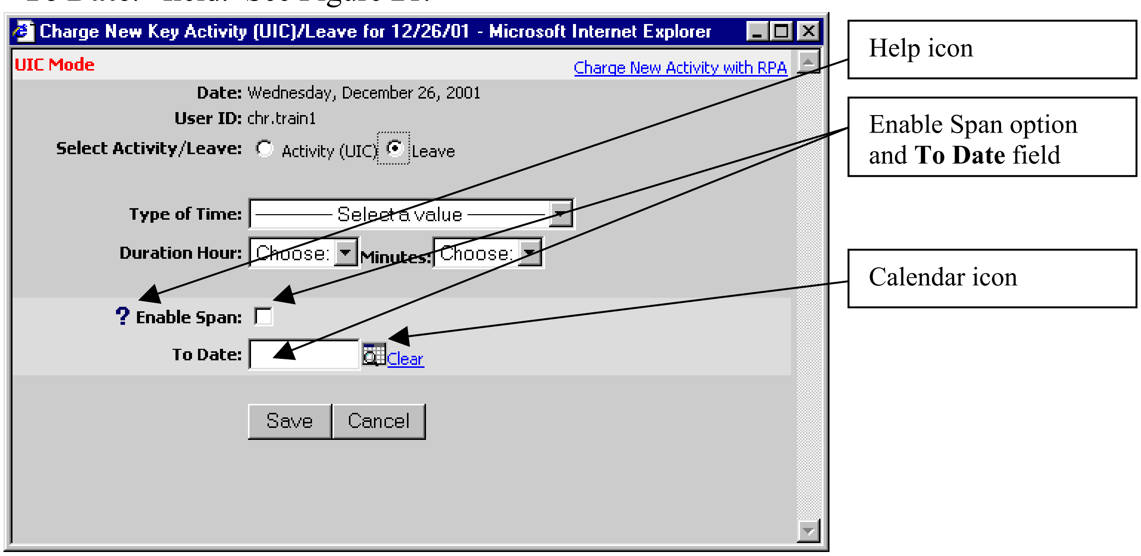
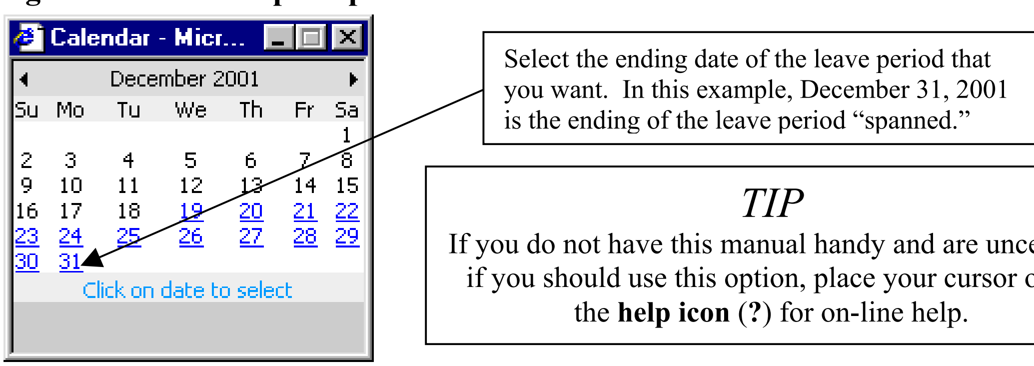



**Figure 19. Enable Span option**




*TIP*

If you do not have this manual handy and are uncertain if you should use this option, place your cursor over the **help icon** (**?**) for on-line help.

**Figure 20. Calendar pop up window**

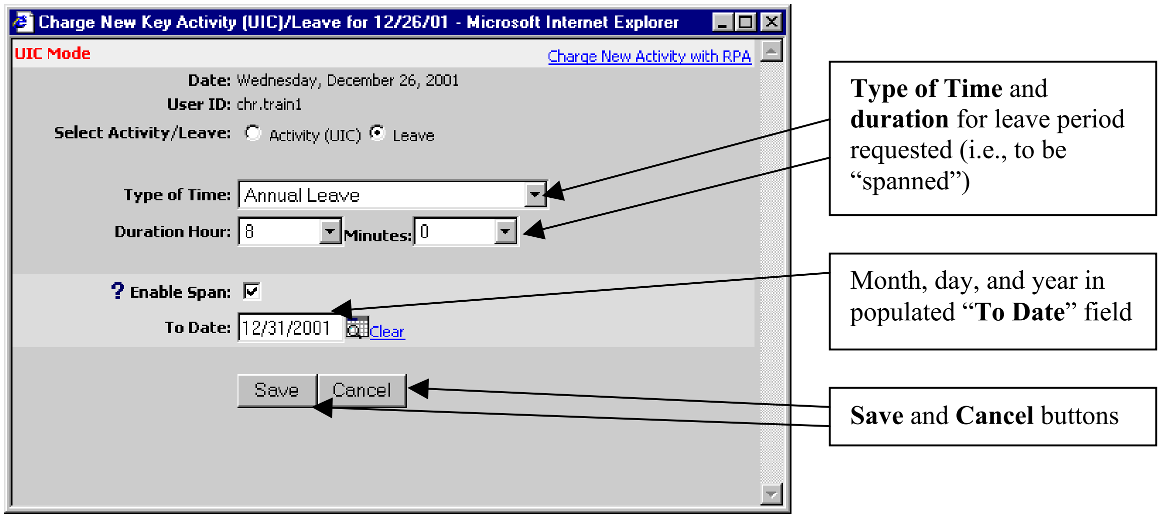



**Figure 21. Enable Span Option completed prior to saving**

f. Click the "**Save**" button to record the ending of the leave period "spanned" into the system. Clicking **Save** will update the **Daily View** screens for the time period specified. If you do not want to save the data, click the "**Cancel**" button. Clicking the **Cancel** button will return you to the original **Daily View** screen.

> ***NOTE***
>
> If there are entries during the time period you are trying to span, you will see the following error message in a new pop up window:
>
> **Activity data exists for the days spanning [MM/DD/YY – MM/DD/YY]**
> **You can use the Leave span facility if there is no data already existing for those days.**

g. Figure 22 depicts the updated "**Daily View**" screen for a given date, based on the data you entered. The red **color bar** to the left of the entry indicates that is a leave entry. Leave entries are indicated after activity entries.

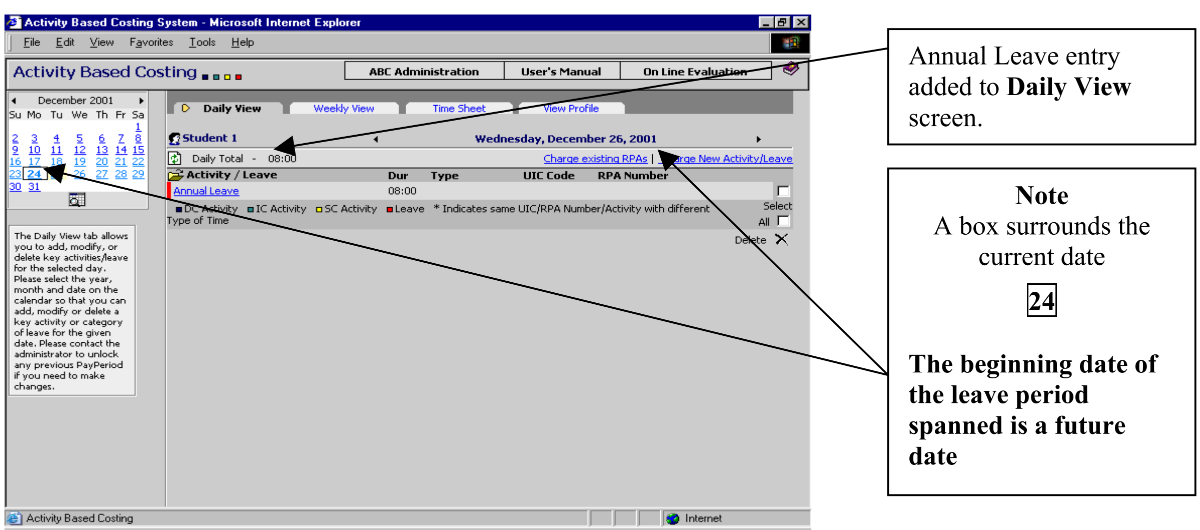



**Figure 22. Updated "Daily View" page with leave information**

## D. Editing a Key Activity

1. To change information that you've already entered for a key activity, click on the desired key activity under the "**Activity/Leave**" column on the **Daily View** screen. (See Figure 23). An "**Edit Key Activity (UIC Mode)**" or "**Edit Activity (RPA Mode)**" pop up window for the date and activity selected will then appear (Figure 24).

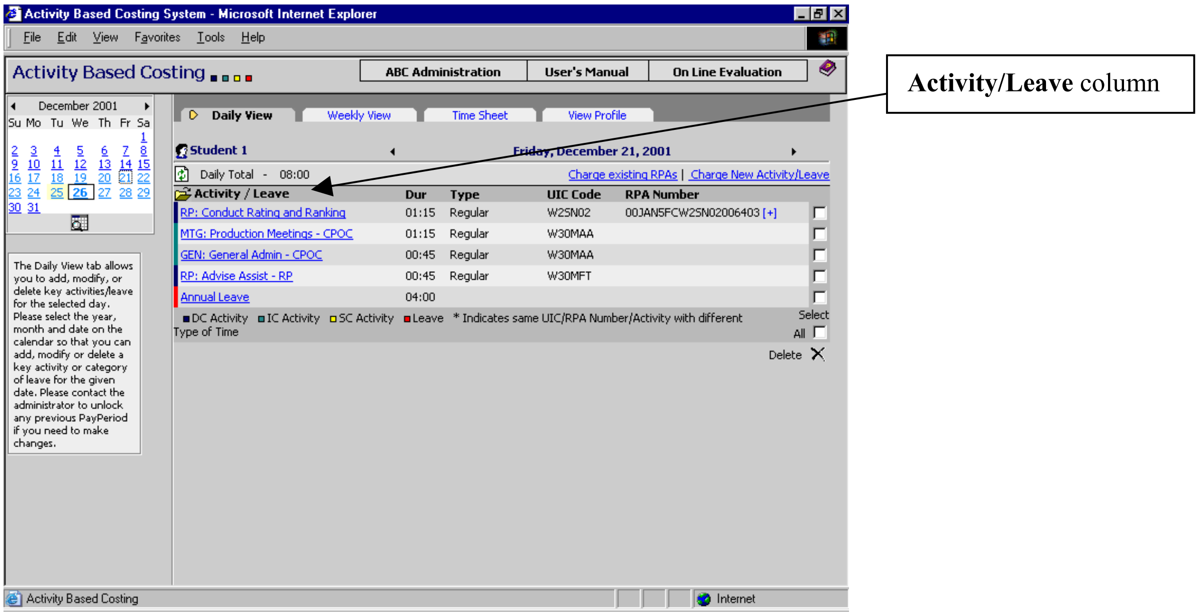



**Figure 23. Selecting an activity from the Daily View screen**

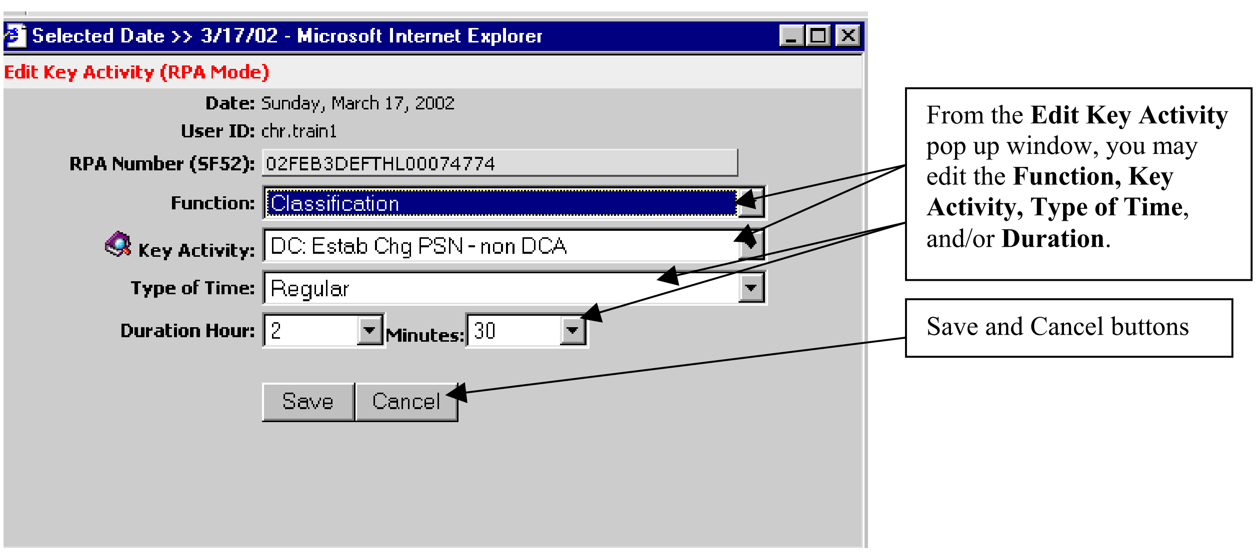



**Figure 24. Edit Key Activity pop-up window**

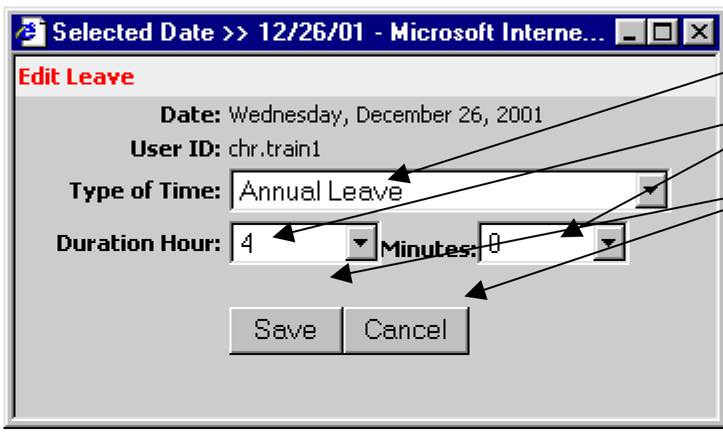
2. Edit the data that you previously entered by choosing new options from the drop-down menus. Click the "**Save" or "Cancel"** button to keep or cancel your changes. After you do so, you will return to the **Daily View** screen.

## E. Editing Leave

1. To change information that you've entered for leave, click on the leave entry that you want to edit on the **Daily View** screen. An "**Edit Leave**" pop-up window will then appear (Figure 25).

2. You can edit leave data by changing the **Type of Time** and/or **Duration** (**Hour** and/or **Minutes**) from the drop-down menus.

3. Click the "**Save"** button to keep your changes. Click the "**Cancel**" button to discard your change(s). Clicking either button will take you back to the **Daily View** screen.




From the Edit Leave pop up window, you may edit the **Type of Time** and/or **Duration**.

**Save** and **Cancel** buttons

**Figure 25. Edit Leave pop-up window**

## F. Deleting a Key Activity / Leave

### 1. Deleting Individual Entries

a From the "**Daily View**" screen, select the empty box(es) on the same line as the key activity/activities or leave that you want to delete (Figure 26).

b. Click the "**X**" symbol next to the word, "**Delete,**" to process your request.

c. A pop up window will appear and ask "**Are you sure you want to permanently delete the selected records for this day**" (Figure 27).

d. Click the appropriate button ("**OK**" or "**Cancel**").

e. Clicking the "**OK**" button will update your screen. Clicking the "**Cancel**" button will return you to the screen that appeared before using this option. Clicking either button will return you to the **Daily View** screen.

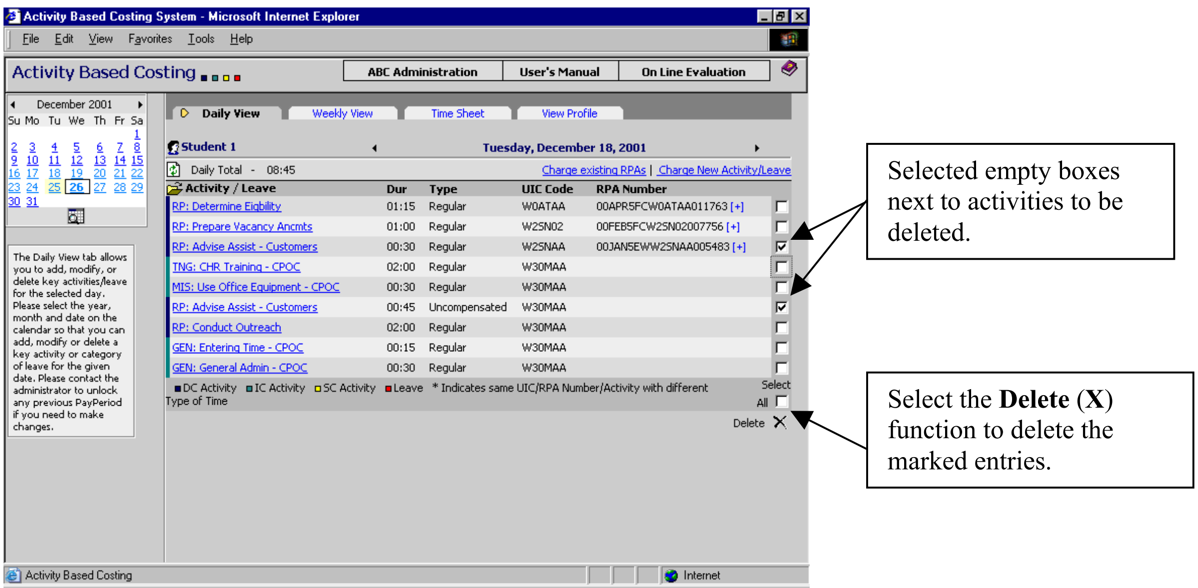



**Figure 26. Deleting individual entries**


**Figure 27. Check for deleting entries**

## 2. Deleting All Entries for a Given Day

a. If you want to delete all entries for a given day, click the "**Select All**" box on the bottom of the list of entries. All entries for a given day will then be checked for deletion. See Figure 28.

b. Follow Section III, paragraph F, step 1b-e to process your request.

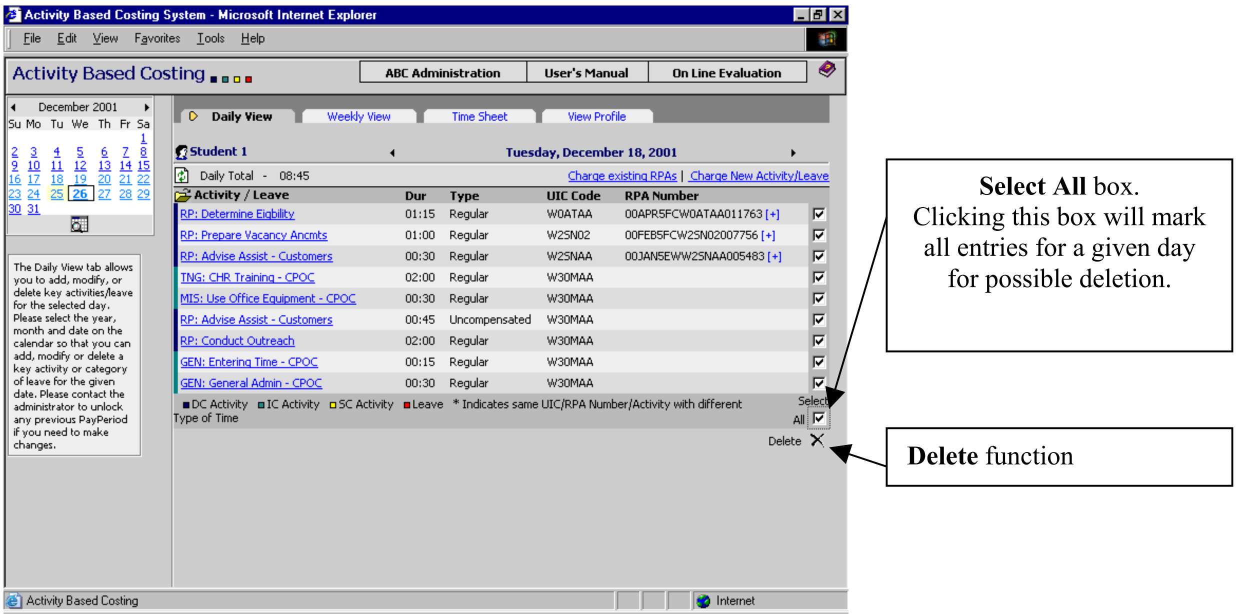



**Figure 28. Using the Select All option for deleting all entries**

# IV. Weekly View

The **Weekly View** page provides a summary of all entries entered into the system for the calendar week (inclusive of the selected date). The **expand** feature is used to control which days are listed in detail. The **collapse** feature is used to summarize data for selected days on one line. You may add, edit, and delete activities/leave from this screen. (See Figure 29).

The **Weekly View** screen cannot be directly accessed from the **Home Page**. You must first access the **Daily View** screen by clicking on the calendar. Once there, users can view the **Weekly View** screen by clicking **Weekly View** tab.

- Next to your **name**, you'll see the **calendar week** indicated.
- Underneath the selected week, you'll see the individual days of the selected week (Sunday through Saturday) on the left side of the screen.
- Under the heading of "**Daily Total,**" you can see the total number of hours of activity and/or leave captured for each day.
- Next to the daily totals, you can see two links, "**Charge existing RPAs**" and "**Charge New for** (date)" Clicking either link allows you to charge and/or edit entries (activity or leave) for the days selected.
- Clicking the **Refresh** button allows you to view any updates to your **Weekly View** screen without leaving the window.

The **Weekly View** page offers a collapsible layout that allows you to view all activities/leave entered for a specific day/date.

- To view the list, click the **expand** button (the button with a + in it), next to the day of the week. You'll see a drop-down list of key activities/leave for that day.

After the list has expanded, the button will show a "**–**" sign in it.

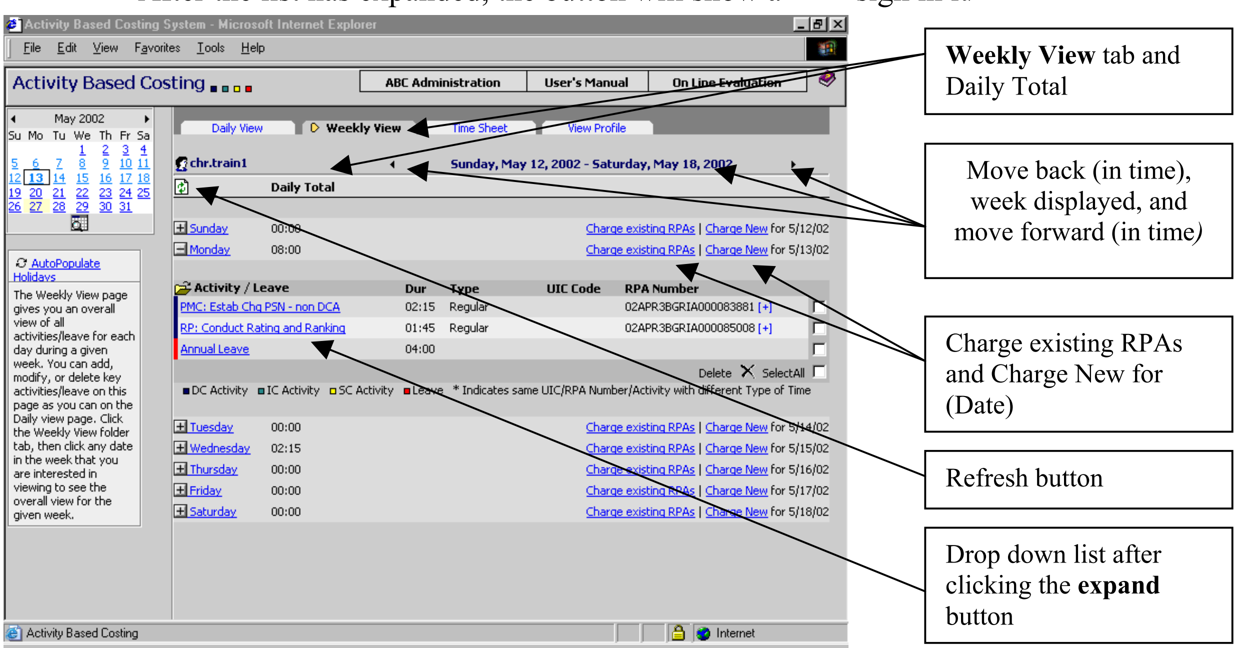



**Figure 29. Weekly View screen**

**_TIP_**

To the left and right of the week that is displayed on the **Weekly View** screen, you will see a left-facing arrow (◄) and a right-facing arrow (►)

Clicking the ◄ symbol will move you to the previous week. Clicking the ► symbol will move you to the following week.

## A. Adding Key Activity Information

- You can charge new activities to uncaptured RPAs for a given day by clicking the link, **Charge New for (Date)** or to captured RPAs for a given day by clicking the **Charge Existing RPAs** link**.** See Figure 29.
- Click on the **Charge New for (Date)** link and you will see the **Charge New Key Activity (UIC)/Leave –UIC Mode** popup window. See Figure 9.
  - Follow the guidance contained in **Daily View, Charging Time and Activities to Uncaptured RPAs,** Section IIIB(1) to add time and key activities to uncaptured RPAs.
  - Follow the guidance contained in **Daily View, Charging Time and Activities to Non-RPA Related Actions**, Section IIIB(2) to add time and key activities to non-RPA related actions.
- Clicking on the **Charge Existing RPAs** link will take you to the **Charge new Key Activity for existing RPAs (Last 30 days)** popup window (refer to Figure 14). Follow the guidance contained in Section IIIB(3a) to charge time and activities against previously captured RPAs.
- Clicking on the plus sign (+) to the right of each listed RPA shown for a selected day will take you to the **Charge New Activity for RPA** # ( number ) popup window. See Figure 15c. Follow the guidance contained in Section IIB (3b) to charge time and activities against previously captured RPAs for a specific day.

## B. Adding Leave

- You can charge new leave entries for a given day by clicking the link, **Charge New for (Date)**. See Figure 29. You will then see the **Charge New Key Activity (UIC) / Leave – UIC Mode** popup window. See Figure 16. Follow the guidance contained in Section III, paragraph C**, Adding Leave Information** to add leave for a given day/date or to use the "**Enable Span**" option.

## C. Editing a Key Activity

- You can edit activity entries from the **Weekly View** screen by first expanding the requested day and then clicking on the specific activity you would like to edit. After expanding the day and selecting the activity you want to edit, refer to Section III, paragraph D, **Editing a Key Activity** section.

## D. Editing Leave

- You can edit leave entries from the **Weekly View** screen by first expanding the requested day and then clicking on the specific leave entry that you would like to edit. After expanding the day and selecting the entry that you want to edit, refer to Section III, paragraph E, **Editing Leave**.

## E. Deleting Activity / Leave

- To delete individual activity and/or leave entries from the **Weekly View** screen, expand the requested day first. Then click on the box(es) to the right of each entry. After you do so, a check mark will appear. Below the list of activities and leave entries, there is a delete symbol (**X**). Clicking this symbol will give you the option of continuing with your request, or canceling your request. If you choose to process your request, you will permanently delete all entries selected.

- To delete all activity and/or leave entries for a given day, expand the requested day first. Then click on the **Select All** box. All entries for the selected day will be checked. Next to this option, you will find a delete symbol (**X**). Clicking this symbol will give you the option of continuing with your request, or canceling your request. If you choose to process your request, you will permanently delete all entries selected. See Figure 30.

- For additional guidance on deleting some or all activity and/or leave entries for a selected day, refer to Section III, paragraph F, **Deleting a Key Activity/Leave**.

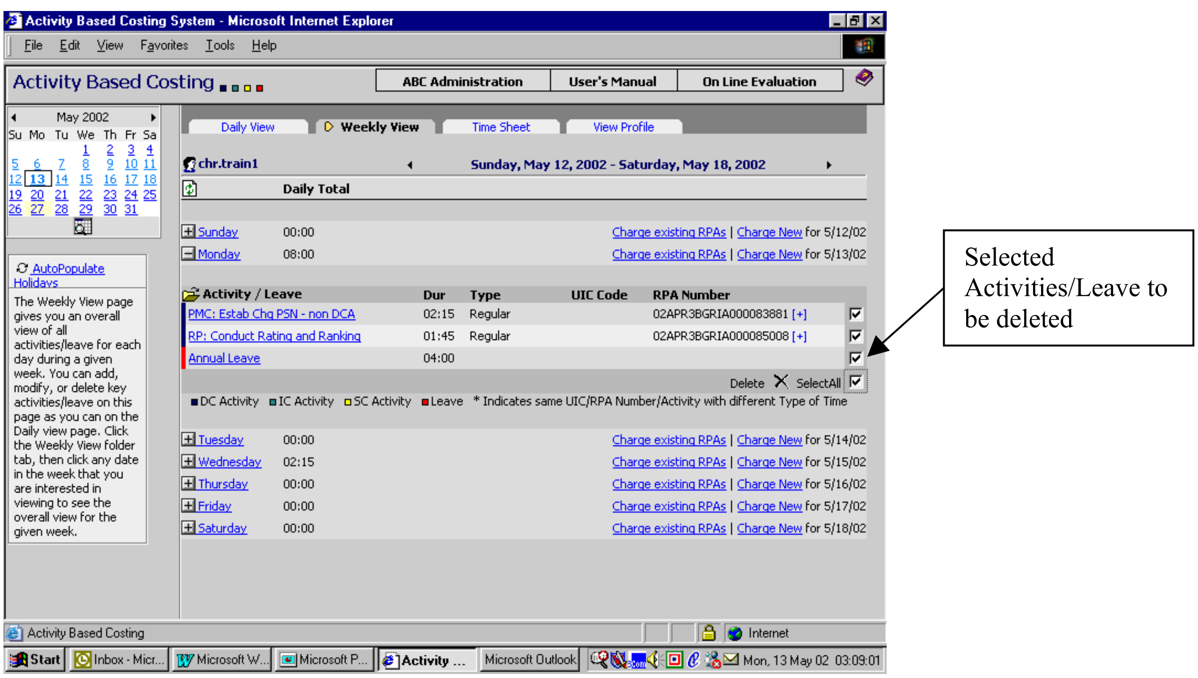



**Figure 30. Deleting Activity/Leave entries from the Weekly View screen**

# V. Time Sheet Screen

The **Time Sheet** tab allows users to view official records of hours worked according to the day and type of time charged for a single pay period. The **Time Sheet** screen cannot be accessed directly from the **Home Page**. You must first enter the **Daily View** screen by clicking on a date on the calendar. From there, you can access the **Time Sheet** screen at any time by clicking on the **Time Sheet** tab.

## A. Time Sheet Function

The time sheet function will transfer data entered for key activities and leave for each day worked during a given time period onto a single page. The **Time Sheet** page shows the consolidated amount of time spent on all activities and leave taken during the pay period selected.

1. To view your on-line time sheet, click the "**Time Sheet**" tab (Figure 31).

2. Your on-line time sheet shows your **name**, **pay period selected**, **days and dates for Week 1 and Week 2** of the pay period selected, and total time captured for each week (**weekly total**) and the entire pay period (**pay period total**).

3. Clicking on any of the **hyperlinked dates** on this screen will take you back to **the Daily View** screen for the date selected. From the **Daily View** screen, you can update your data and ensure that your printable time sheet is correct.

4. To update the **Time Sheet** screen without leaving it, click on the Refresh icon. See Figure 31.

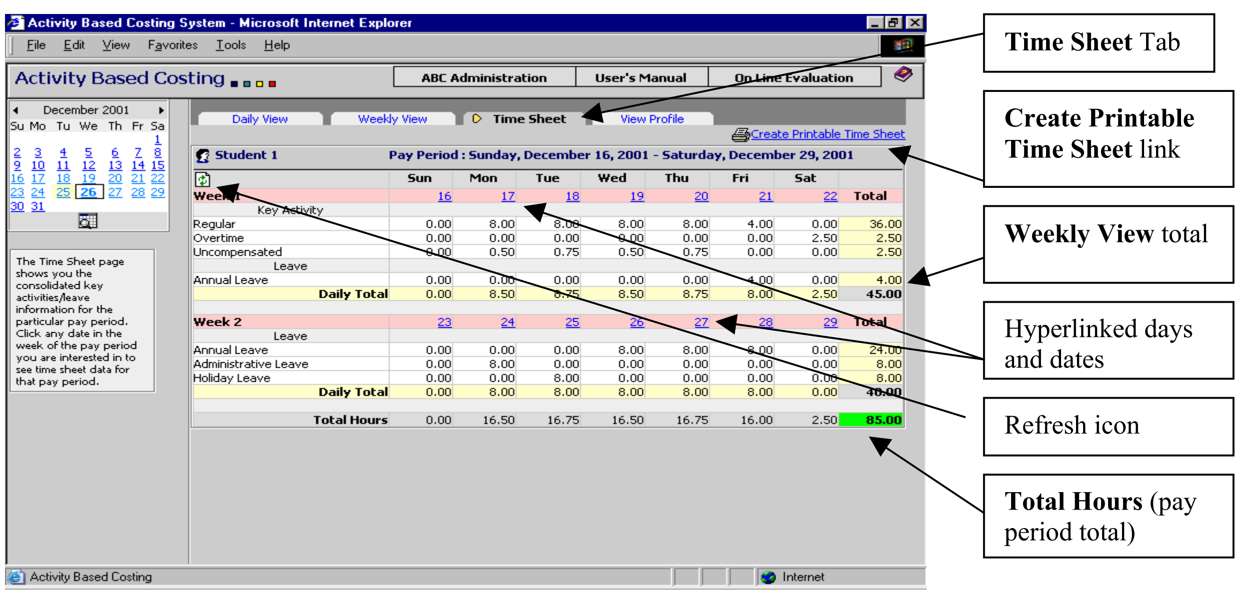


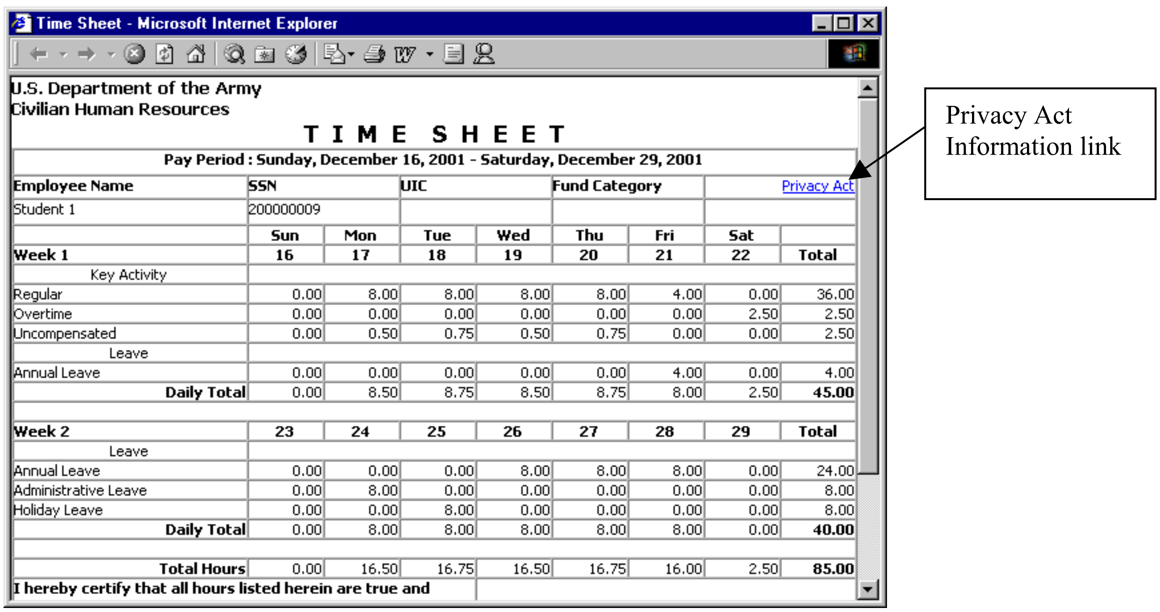

**Figure 31. Time Sheet Screen**

## B. Printable Time Sheet

This page also permits end-users to print a time sheet. To print a hard copy of your time sheet, click on the link, "**Create Printable Time Sheet**".

1. The link on the printable sheet, "**Privacy Act**," provides information related to the Privacy Act of 1974, DoD Directive 5400.7 (a) and (b) and AR 340-21 apply to information systems in Department of the Army systems of records on living US citizens and permanent aliens (Figure 32).

2. You can print the time sheet, sign it (in the signature block area), have it authorized, and give it to your timekeeper.




U.S. Department of the Army
Civilian Human Resources

**TIME SHEET**

Pay Period : Sunday, December 16, 2001 - Saturday, December 29, 2001

| Employee Name | SSN | | UIC | | Fund Category | | | Privacy Act |
|---|---|---|---|---|---|---|---|---|
| Student 1 | 200000009 | | | | | | | |
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| **Week 1** | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Total |
| Key Activity | | | | | | | | |
| Regular | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 4.00 | 0.00 | 36.00 |
| Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.50 | 2.50 |
| Uncompensated | 0.00 | 0.50 | 0.75 | 0.50 | 0.75 | 0.00 | 0.00 | 2.50 |
| Leave | | | | | | | | |
| Annual Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 |
| **Daily Total** | 0.00 | 8.50 | 8.75 | 8.50 | 8.75 | 8.00 | 2.50 | **45.00** |
| **Week 2** | 23 | 24 | 25 | 26 | 27 | 28 | 29 | Total |
| Leave | | | | | | | | |
| Annual Leave | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 0.00 | 24.00 |
| Administrative Leave | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| Holiday Leave | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| **Daily Total** | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | **40.00** |
| **Total Hours** | 0.00 | 16.50 | 16.75 | 16.50 | 16.75 | 16.00 | 2.50 | **85.00** |

I hereby certify that all hours listed herein are true and

**Figure 32. Printable Time Sheet**

# VI. View Profile Screen

The **View Profile** screen allows you to view your official automation records; add, edit, and delete UICs from your list of stored UICs; and add, edit, and delete userids that you use to view RPAs from other inboxes. The **View Profile** screen cannot be accessed directly from the **Home Page**. You must click on the **View Profile** tab in order to do so.

## A. System Administrator Screen

The left side of the **View Profile** screen contains end-user information that will be helpful to system administrators. End users outside of HQDA cannot update this side of the screen. (Figure 33)

## B. Setup UIC Function

The **View Profile** screen allows you to create a list of UICs that you use so that you can readily associate times and activities against them. The **Setup UIC** function allows you to give the UIC a "friendly name" so that you can recognize it easily. The list will be used when you need to enter UICs into the "**Charge New Key Activity (UIC)/Leave**" pop up window.

Your system automatically defaults to the **Setup UIC** link when you click on the **View Profile** tab. If this function does not appear on your screen, click on this link. See Figure 33 below.

### 1. To add a UIC to your favorites list:

- Type or copy/paste the UIC in the "**Enter UIC**" field of the "**Add/Edit Customer UIC**" box. Hit the Tab key and your cursor jumps to the **Friendly Name** field.
- Identify an easily recognizable name for the UIC in the "**Friendly Name**" field (e.g., DOL, HECSA CPAC, etc.)
- Click the "**Add/Edit UIC**" button. The system will validate your request against the MDCPDS. If your entry is valid, the **Friendly Name** will be added to your system

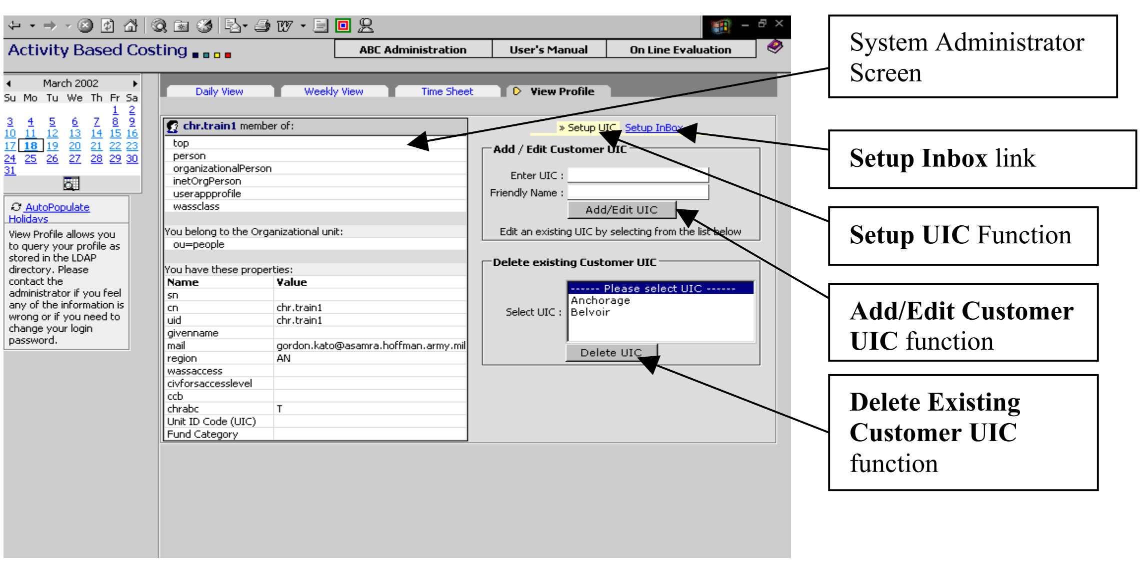



**Figure 33. View Profile Screen and Setup UIC Function**

### 2. To Edit a UIC from Your Favorites list

- Click on/highlight the **Friendly Name** for the UIC that appears in the **Delete existing Customer UIC** box. The system will display the UIC and **Friendly Name** in the **Add/Edit Customer UIC**" box.
- Use your mouse to place the cursor in either the **Enter UIC** or **Friendly Name** field. Edit the **UIC or Friendly Name** by typing over or copying/and pasting information in the field(s).
- Click the "**Add/Edit UIC**" button. The system will validate your request against the MDCPDS. If your entry is valid, it will be edited as requested.

### 3. To Delete an Existing Customer UIC

- Highlight the UIC that you want to delete from your favorites list.
- Click the "**Delete UIC**" button. The selected UIC will be removed from your list.

## C. Setup InBox Function

The **View Profile** screen allows you to establish a list of userids tied to those inboxes containing the RPAs with which you are working. The system allows you to give each userid **a Friendly Name** so that you can recognize it easily. As long as a userid is in your list of captured userids (UIDs), you can view all RPAs assigned to that inbox.

Your system automatically defaults to the **Setup UIC** program when you click on the **View Profile** tab. To use the **Setup Inbox** function, click on the **Setup Inbox** link. See Figures 33 and 34.

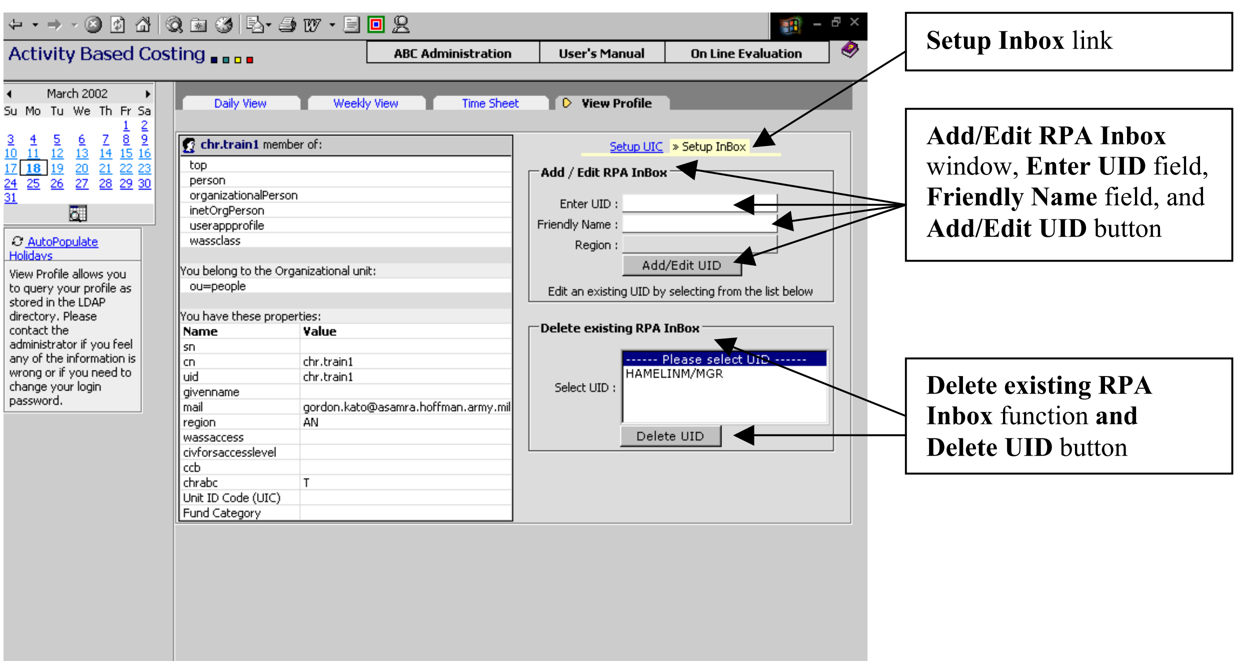



**Figure 34. View Profile Screen and Setup Inbox Function**

1. **To add a UID to your list:**

- Type or copy/paste the UID in the "**Enter UID**" field of the **Add/Edit RPA Inbox** field. Hit the Tab key so that your cursor jumps to the **Friendly Name** field.
- Identify and type in an easily recognizable name for the UID (e.g., Peter, Julie, Pause Box, etc.) in the **Friendly Name** field.
- Click the "**Add/Edit UID**" button. The system will validate your request against the MDCPDS. If your entry is valid, the UID will be added to your favorites list.

| *NOTE* |
|---|
| As a minimum, you MUST enter your own personal userid, otherwise you will not see those RPAs that reside in your personal RPA inbox. |

2. **To Edit a UID from Your list**

- Click on/highlight an existing UID in the list that appears in the **Delete existing RPA Inbox** box. The system will display the **UID** and **Friendly Name** in the **Add/Edit RPA Inbox**" window.
- Use your mouse to place the cursor in either the **Enter UID** or **Friendly Name** field. Edit the **UID or Friendly Name** by typing or copying/and pasting information in the field(s).
- Click the "**Add/Edit UID**" button. The system will validate your request against the MDCPDS. If your entry is valid, your entry will be edited as requested.

3. **To Delete an Existing UID**

- Highlight the UID that you want to delete from your favorites list.
- Click the "**Delete UID**" button. The selected UID will be removed from your list.

# VII. Help Screen

A. The “**Help**” function is identified by the **book icon** next to the "**On Line Evaluation**" link. See Figure 35.

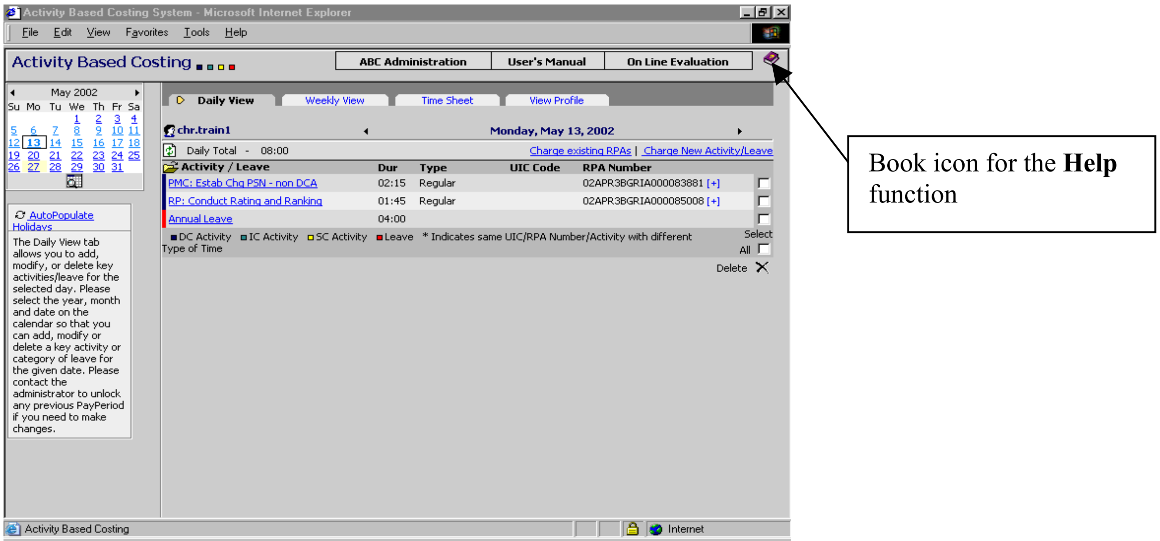



**Figure 35. Location of book icon for the Help function**

B. When you click the **book icon** from the **Home Page**, the "**ABC Help**" pop up window will appear. See Figure 36.

C. The pop up window contains several links (**Daily View Overview, Weekly View Overview, Time Sheet Overview, View Profile Overview, Glossary, and Key Activities Reference List**) that will help to answer many of your questions.

| ***TIP*** |
|---|

**Clicking the** book icon **while any one of these above screens identified in SectionVII, paragraph B are on-line will take you to the Help section for that screen).**

D. To view your on-line Activity Dictionary (see **Appendix 2** of this Manual), click on the **Key Activities Reference List** link.

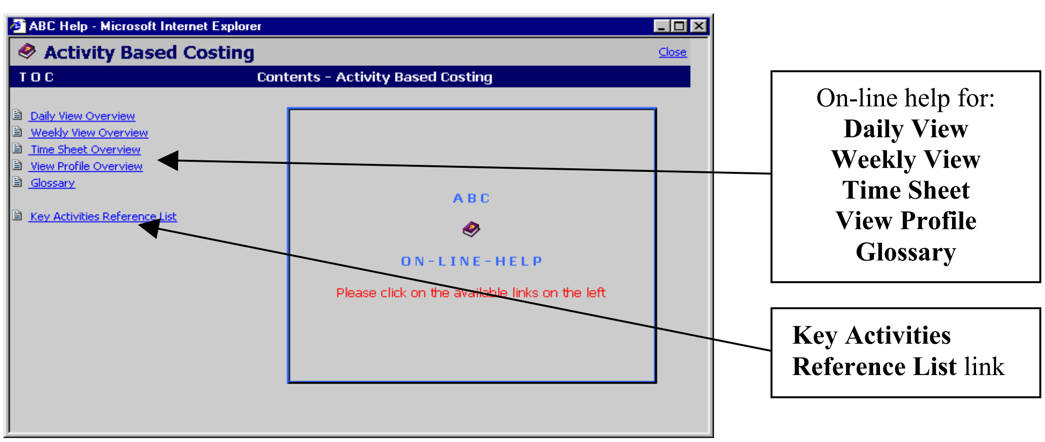



**Figure 36. On Line Help Screen from the Home Page**

# HANDLING SPECIAL SITUATIONS
**(Updated as of May 20, 2002)**

This section is designed to provide you with guidance on how to handle special situations that you may arise when you use your ABC System.

## KEY ACTIVITIES

**Q.** ***What key activity do I enter if I cannot find a definition in the activity dictionary that accurately describes what I have performed?***

A. Determining which key activity to associate your time with will frequently be straightforward. However, sound judgement will sometimes be required. Review the subactivities and tasks that define each key activity. The Activity Dictionary will provide you with additional guidance.

***Q. Which key activity do I use if I want to capture the amount of time spent on entering data into the ABC System?***

A. From the "Function" drop down menu, select "**General Management**." Then select the appropriate Key Activity, "**Entering Time.**"

***Q. Which key activity do I use if I want to enter the amount of time spent on non-business related activities (e.g., breaks, social calls, etc.)?***

A. From the "Function" drop down menu, select "**General Management**." Then select the appropriate Key Activity, "**General Admin.**"

***Q. Which key activity do I use when responding to emails?***

A. Proceed in one of the following ways:

1. If you read or respond to emails that are of a general, administrative nature OR that you cannot tie to a particular customer (UIC), select "**General Management**" from the "Function" drop down menu. Then select the appropriate Key Activity, "**General Admin**."
2. If you read or respond to one or more emails that take/s **more than** 15 minutes of your time and you can associate with a particular customer (UIC), then capture the amount of time to the nearest 15 minute increment by rounding up or down.
3. If you read or respond to one or more emails that take/s **less than** 15 minutes of your time AND you CANNOT tie them to a particular customer (UIC), charge the time against your organization's UIC and consider the activity as a cost of doing business.

***Q.  I received (and/or will be receiving) a total of six Requests for Personnel Action (RPAs) from the same organization to fill six identical Human Resources Assistant, GS-6 positions.  I have (or will) open one vacancy announcement, rate the applicants, and issue one referral.  Which RPA or RPAs do I charge my time against?***

A.  In this situation, where specific RPAs are involved, charge your times and relevant activities to the specific RPAs involved, based on where they are in the routing process.  This procedure does NOT apply if you are establishing a standing register of eligibles which cannot be tied to specific RPAs.

**Example**

(1) Let's say three RPAs (RPAs #1, #2, #3) are already in your inbox, one is in a HOLD/PAUSE box (RPA #4), and two have yet to arrive (RPA #5 and #6)

(2) You spent one hour (60 minutes) to prepare and post a vacancy announcement while RPAs #1 -#4 are in (or passed through) your inbox.  Prorate the total amount of time spent to prepare the one announcement among the four RPAs (thus, charge 15 minutes to each of the four RPAs)

(3) If say, you already posted the announcement, determined eligibility and qualifications, and issued a referral list for all six positions, start:  a) charging and pro-rating your time and b) charging any new activities performed after you have received all RPAs (RPA #5 and #6) in your inbox.

Example

Let's say six selections were made for RPAs #1 - #6.  All six RPAs reached or passed through your inbox.  You would then charge and pro-rate the time spent to perform the activity, Administer Recruitment Program – Commit and Execute Selection against all six RPAs.  If it took one hour (60 minutes) to perform this acitivity, you would charge 10 minutes of your time against each of the six RPAs involved.

**UNIT IDENTIFICATION CODES (UICs)**

***Q. I've been told that every activity entered into the system must have a UIC associated with it. What do I do if I cannot determine the UIC for an activity?***

A. Ideally, you will know or can find the appropriate UIC that is associated with an activity. In those situations where you simply cannot find a UIC, you must enter the UIC for your CPOC or CPAC. The activity that you performed will be charged against your organization as a "cost of doing business."

***Q. What should I do if the system will not allow me to add a UIC to my "Favorites List" of UICs?***

A. Since UICs are validated against data from the MDCPDS, you should be able to add a valid UIC to your Favorites List. Check to ensure that you have correctly typed or copy/pasted the UIC in the field. Check to ensure that the UIC has been established in the MDCPDS. If you are still unsuccessful after proceeding with these steps, contact your local system administrator for assistance.

***Q. I must clear PPP lists for DA-wide, intern-related RPAs that cannot be viewed within my organization. I cannot determine the UICs for these actions because they are maintained locally. How should I record my time for such actions?***

A. In the example provided above, the employee's work supports a HQDA-wide program. When one's time cannot be assigned to a given RPA or a given customer, use your organization's (CPOC's or CPAC's) UIC. The work that is performed by the employee in support of customers is considered to be a cost of doing businesss.

***Q. I must scan resumes into RESUMIX, process self nomination forms, etc. in support of my CPOC. Most of the time, the work I do cannot be associated with a particular customer (UIC) or RPA. Rather, the work I perform supports other workers in my CPOC. How should I record my time?***

A. In the example provided above, the employee's work supports a CPOC-wide program. There are two parts to this answer.

- If you cannot assign your time to a given RPA or a given customer (UIC) OR the cumulative amount of time spent to perform such activities per UIC is less than 15 minutes on any given work day, use your organization's (CPOC's ) UIC. The work performed in support of customers is considered to be a cost of doing business.

- If you are able to assign your time to a given RPA or a given customer (UIC) AND/OR the cumulative amount of time spent to perform such activities per UIC is EQUAL TO or MORE THAN 15 minutes in length on any given work day, associate your time and activity with the given RPA or use the customer's UIC.

***Q. I sometimes perform work to support nonappropriated fund (NAF) personnel. What UIC do I enter in the system since they don't have UICs?***

A. Regardless of the function (e.g., staffing, classification, human resources development, etc.), if a personnelist provides support to/for NAF-funded personnel, functions, operations, etc., associate your time and activity with the UIC for the organization that supports the NAF operation. Quite often, the organization is the garrison's/installation's Directorate of Community Activities (sometimes called the Directorate of Personnel and community Activities, Directorate of Human Resources, etc.).

***Q. What should I do if it takes me say, between 30 – 45 minutes to perform an activity? Let's say it takes me 40 minutes to process an RPA. Since time is captured in 15-minute intervals after the first 15 minutes, how much time should I record for the activity?***

A. When the amount of time to perform an activity after 15 minutes falls between two 15-minute intervals (that is, between 15, 30, 45, and 60 minutes), round your time up or down to the nearest 15-minute interval. In this example, you would round your time up to 45 minutes.

***Q. I service several organizations. Some have the same UIC. What do I do if I want to charge my time against an activity for one, but not all organizations that share the same UIC?***

A. The ABC System charges costs against UICs, not organizations (per se). Thus, even though several organizations share the same UIC, charge your times and activities against the one UIC involved, regardless of the number of organizations that share it.

***Q. I work in a clerical position within my CPOC/CPAC. My primary customers are personnel within my office. Which UIC do I use?***

A. If you work in a CPOC or CPAC and your primary customers are personnel within your office, then use the UIC for your CPOC or CPAC.

## REQUESTS FOR PERSONNEL ACTIONS (RPAs)

***Q. How long can I add times and activities against a closed RPA?***

A. If an RPA is closed, end-users have up to 15 days to associate times and activities against the RPA.

***Q. I need to correct/cancel information on an RPA by correcting/canceling the action. Should I associate my time spent on the correction/cancellation action with the original RPA?***

A. No. Do not associate the time spent to correct/cancel an RPA with the original action. Correction/cancellation actions will be costed separately.

***Q. The system allows me to retrieve RPA numbers from the drop down list of RPA numbers in the "Selected Date – Charge New Key Activity for existing RPAs (last 30 days)" window. What happens after 30 days?***

A. Each time you click on an RPA number from the aforementioned list of RPA numbers, the clock starts again. In other words, each time you click on an RPA number, you have 30 MORE days to keep the particular RPA number "alive" in your list. After 30 days, the RPA number will disappear. This limitation has been imposed to help you find an RPA number from the list more quickly. Without this limitation, you would have to scroll through numerous RPA numbers that you may no longer need to access.

## RECORDING TIME

***Q. Should I record the amount of time that I spend while on my lunch break?***

A. No. Unless you are actually performing work, the time spent while on your lunch break should not be captured in the system. The government does not incur a cost while you are on an approved lunch break.

***Q. What should I do if it takes me less than 15 minutes to perform an individual action? For example, let's say it takes me five minutes to provide job information advice to a customer. How do I capture such time?***

A. When the amount of time to perform individual activities that do not cumulate to more than 0-15 minutes in length each day, record the actual amount of time spent. Thus, in the example above, you would indicate that you spent five minutes to provide advice and assistance to a customer if there is no other instance of performing that activity during the day.

***Q. Why must I record time in one-minute intervals for single activities that cumulatively last less than 15 minutes?***

A. If activities were recorded only in 15-minute increments, then end-users could perform no more than four different activities during one hour (60 minutes). To give full credit to employees who perform more than four activities in a given hour, end users must capture times in one-minute increments up to 15 minutes.

***Q. I work in a CPOC. I have to file scores of OPFs several hours each day. The time it takes me to sort, stack, and file each OPF takes less than 10 minutes each. How should I record my time?***

A. You do not need to record the amount of time spent filing each and every individual OPF. Rather, record the amount of time you spent performing the activity (i.e., filing OPFs) against your CPOC's UIC.

***Q. Why can't I indicate the actual times I spent performing work on an RPA or want to take leave? For example, why can't I document that I took leave from 2:00 – 4:00 PM on a particular day?***

A. Your system is not interested in **actual** times spent on performing an activity or while you were on leave. Rather, your system is more interested in capturing the **TOTAL** amount of time spent on activities/leave on a given day. This feature actually streamlines your use of the system.

***Q. I am an FLSA Exempt employee. I must occasionally travel on a Saturday or Sunday. Should I record the amount of time I spend while I'm on travel status into the ABC System?***

A. Yes. Record the amount of time spent while on travel status in order to prepare for the performance of your duties. This procedure applies, whether or not you are FLSA exempt or nonexempt. It also applies to all categories of time as well (uncompensated, regular, overtime, compensatory, or credit hours).

***Q. The list of RPAs that appears after I click on the "Charge new Activity with RPA" link shows those RPAs that are currently open and those that have been closed within the past 15 days. The list of RPAs that appears in the "Charge new Key Activity for existing RPAs (last***

***30 days)" window shows those RPAs that I have associated times and activities against within the past 30 days. Let's say that I've closed a recruitment action, have not touched it for 40 days, and on the 41st day, I must associate time and an activity (let's say processing an OCONUS employee's request to change her health benefits) against it. What should I do, since the RPA number is no longer in the ABC System?***

A. In the situation described above, when the RPA number is no longer available in the ABC System, you must associate your time and an appropriate activity against the hiring organization's UIC.

***Q. I spent one hour on classifying a job for a particular customer. I entered my time and activity against the appropriate RPA. Then I was called to a meeting that lasted two hours. Upon my return, I went back to complete my work on classifying the same job. I could not enter the additional time (2 hours) spent into the system. Instead, I obtained an error message. Why?***

A. Your system is interested in capturing the TOTAL amount of time spent on an activity or spent on leave. Thus, if you try to enter the same key activity, Type of Time, and/or UIC against the same RPA on a given day, you will receive the following error message:

| |
|---|
| Duplicate Key Activity record.<br>The record already exists for this day. Please change the value(s): UIC, Key Activity, or Type of Time, and try again. |

If you see this message, edit the information for the RPA number that you selected. Use the **EDIT** function to change any of the data fields identified in the error message. Thus, in the example above, after you have already entered one hour into the system for a given RPA, use the edit function for RPAs and change the data for the number of hours and minutes worked to reflect the **total time** spent on the activity for a given day.

***Q. I have already entered data (e.g., providing staffing advice and assistance) for an activity that can be tied to a specific RPA which has not yet arrived in my inbox. What must I do after the RPA arrives in the CPOC/CPAC? Should I edit my previous entry?***

A. The ABC System is RPA-driven. If you previously recorded an activity for an RPA that has not yet entered your CPOC/CPAC (by associating time and activity against the customer's UIC), then you should NOT edit the data previously entered. All activities previously captured for an upcoming RPA should not be edited/changed. After the RPA has entered the CPOC/CPAC, you should then charge your times and activities against the RPA.

***Q. I work on a compressed work schedule. My regular day off (RDO) is the second Friday of each pay period. I can't find a category of leave to document my time on my RDO. How then, do I record my time off?***

A. Do not document any leave taken or activities performed on your RDO. Since you did not have to request leave on your RDO, do not enter any leave taken. Assuming that you did not perform any work on that day, do not capture any times spent against activities. If for some reason you did work on your RDO, then find the appropriate activity/activities performed and associate it with the appropriate category and amount of time.

***Q. I am a "superuser" at the NC CPOC. I am required to help others within the CPOC to process RPAs for specific organizations. Should we both associate our times and activities against the same RPA number?***

A. The individual you are helping should associate his/her time and activity against the RPA in question and against the customer's UIC. As a superuser, you should associate your time and activity against the appropriate function and an appropriate key activity (most likely, it will be along the lines of "Train HR" or "Advise and Assist"). Charge your time and activity against the CPOC's UIC.

***Q. I work as a member of the Army Civilian Training, Education, and Development System Team at the NC CPOC. I provide some services (e.g., prepare announcements, rate applications for ACTEDS positions, etc.) for positions that are unique to a particular MACOM and for some that are spread among different MACOMs (i.e., they cross MACOM lines). I also provide services to help MACOMs recruit for local (non-ACTEDS) interns. Which UIC do I use to charge my time against in the performance of these services?***

A. There are three parts to this answer:

1. For ACTEDS-related services that are provided to more than one MACOM (i.e., they cross MACOM lines), charge your time to HQDA.
2. For ACTEDS intern positions, charge time and activity data to the **MACOM's** UIC (e.g., HQ USACE, HQ AMC, HQ MEDCOM, etc.)
3. For USACE local intern positions, charge time and activity data to **the local installation's UIC.** The UIC can be obtained by asking the local CPAC for the UIC of the position.

## TIME SHEET

***Q. My organization uses a different type of time sheet to document the amount of time I worked and leave taken. Must I use the system's timesheet function?***

A. Using the **Create Printable Time Sheet** function to print a hard copy of your personal time sheet is currently an optional feature. However, we highly recommend that you and your supervisors use this option to ensure that you have accounted for all hours worked and leave taken during the day.

## MISCELLANEOUS ISSUES

***Q. Who should I contact if local personnel cannot help me with technical/system problems related to the system?***

A. You may use the system’s On Line Evaluation function to send comments, suggestions, etc. directly to HQDA.

# Activity Dictionary

| | |
|---|---|
| ***MOBILIZATION*** | |
| **Prepare For, Plan, and Execute Mobilization/Contingency Operations** | |
| | **Administer Staffing Planning** |
| | Develop list of identified positions for serviced installations in order of priority |
| | Provide advice on recruitment strategies for contingency operations |
| | Assist management in identifying qualified personnel to fill critical positions |
| | Forward list of installation requirements to CPOC |
| | Develop recruitment strategies for contingency operations |
| | Provide CPOCMA a listing of recruitment shortage categories by title, series, grade and location |
| | Review of job descriptions and physical requirement cards for positions required under MOB, followed by preparation |
| | of vacancy announcements |
| | Contacting former federal employees for interest and availability yearly. |
| | Process/submit requests for waivers (military recall obligation) with appropriate component (Army, Navy, or Air Force) |
| | Branch |
| | |
| | **Administer Information Services Execution** |
| | Execute Master Record Form from MDCPDS for deploying EE civilian employees to hand carry to Area of Operations |
| | |
| | **Administer MOB TDA** |
| | Develop Mobiliztion TDA |
| | Participate in development of Civilian Personnel Mobilization plan |
| | Provide CPOC input to MOB plan |
| | Coordinate with command to develop CP portion of mob plans |
| | |
| | **Process Deployed Civilians (Other than Under Declared War)** |
| | Process personnel actions, process SF1190 - Overseas Entitlements |
| | Counsel employees on overseas entitlements and steps in process for overseas movement |
| | Identify members of team to be deployed |
| | Coordinate the deployment and replacement of personnel with HQs, MACOM, employee, and the employee's |
| | chain of command. |
| | Provide deployment package to employee |
| | Solicit volunteers/determine qualifications |
| | Identification of Family Assistance Coordinator |
| | Coordinate with Public Affairs to draft initial letter to family members |
| | Prepare letters to each "next of kin" identified on Deployees' Personal Data Sheet |
| | Coordinate with PAO on updates and attachments |
| | Serve as point of contact for questions. |
| | Personally research/coordinate with other offices to develop resources |
| | |
| | **Special Projects** |

# Activity Dictionary

## BENEFITS AND ENTITLEMENTS

### FEHB - Process

#### Coordinate General FEHB Actions

- Issue periodic reminders, information/changes in region regarding FEHB or Temporary Continuation of Coverage
- Issue activity-unique reminders, information/changes
- Submits SF 2809
- Receives, date stamps and verify eligibility to enroll/change enrollment, signs form, attaches statement for children over 21, 3-day requirement met, proof of qualifying event (certificate), etc.
- Provide employees with an official "initial decision" with reconsideration rights to Field Advisory Service if the employee is ineligible for FEHB enrollment or change to enrollment
- Determine whether reasons for late elections were due to "causes beyond employee's control"
- Prepare and attach a memorandum indicating reasons for accepting late elections
- Annotate the SF 2809 with the determination that this is a valid late election or belated open season election
- Determine and verifies the proper effective date on the SF 2809
- Certify eligibility by signing the SF 2809 as the "authorized agency official"
- Disseminates SF 2809 to reach DFAS by end of pay period
- File the certified Part 1 of the SF 2809 to the organizational activity
- Send Part 5 of the SF 2809 to the organizational activity
- Receive and give employee copy to employee

#### Coordinate FEHB Open Season (Future Employee Express)

- Notify employees of the event
- Schedule and arrange for health fairs
- Make election forms available to employees
- Obtain, complete, and submit election form
- Receive, date stamp, verify, determine effective date, certify and disseminate

#### Coordinate Acquisition of FEHB Supplies

- Maintain a supply of current FEHB forms

#### Coordinate FEHB Temporary Continuation (TCC) and Spouse Equity Act

- Notify personnel of intent to separate or of eligible children/former spouses
- Notify children of rights to TCC 14 days from notice
- Receive and process enrollment (tell former spouses to send TCC enrollment to retirement system if employee is receiving an annuity or the divorce was after retirement)
- Verify eligibility and requests additional documents if necessary.
- Verifies that an employee's separation was not due to gross misconduct
- Return enrollee copy to enrollee, files OPF copy and sends remainder of packet to NFC for processing
- Send SF 2809 to carrier, establishes master file
- Change enrollment or requests termination of enrollment
- Receive and process TCC changes
- Monitor and terminate TCC enrollment

| | |
|---|---|
| ***BENEFITS AND ENTITLEMENTS (CONTINUED)*** | |
| | |
| **FEHB - Advise/Assist** | |
| | **Coordinate General FEHB Actions** |
| | Answer routine questions from employees |
| | Provide verification of employee's FEHB coverage to customers. |
| | Obtain assistance/guidance from Field Advisory Services for general questions or from SAMR-CPP-SM for |
| | Army Unique issues |
| | Coordinates actions with payroll (DFAS), CPOC, ABC-C, health carriers, etc. to resolve problems |
| | Assist employees with health carrier issues, i.e., carrier canceling coverage for no apparent reason |
| | Assist employees with making health benefit changes using automated systems. |
| | Notify employee in writing when health carrier drops out of the FEHB program. |
| | |
| | **Coordinate FEHB Temporary Continuation and Spouse Equity Act** |
| | Counsel eligible individuals about eligibility/open seasons/conversions and that effective date is retroactive |

## BENEFITS AND ENTITLEMENTS (CONTINUED)

### TSP - Process

#### Provide General TSP Support

- Issue periodic reminders and changes, and information pertaining to open season
- Conduct periodic audits to detect potentially erroneous TSP coverage
- Initiate actions to correct agency errors
- Notify employees in writing of discovered TSP errors (i.e., e-mail, notes, faxes, letters, etc.)
- Refers questionable cases to the Thrift Investment Board
- Attends TSP training from Thrift Investment Board

#### Coordinate TSP enrollment

- Provides employee with Form TSP-1, Election Form, and TSP-3, Designation of Beneficiary
- Completes and returns forms
- Determines eligibility to participate in TSP, TSP SCD, effective date of election
- Files original on right side of OPF, forwards copy to payroll and furnishes employee with copy
- Submits data to National Finance Center

#### Coordinate TSP Loans

- Requests information
- Provides employee with Form TSP-20, TSP Loan Application, and TSPBK4, Loan Application Booklet
- Processes the application

#### Coordinate TSP Death Cases

- Submits notification of death
- Sends survivors TSP-17, Application for Account Balance of Deceased Participant
- Furnishes death certificate and appropriate form

#### Coordinate TSP Open Season (Future Employees Express)

- Provides employees with necessary forms
- Accepts and date stamps open season changes
- Processes and disseminates copies

#### Coordinate TSP - Separations/Retirements

- Determines eligibility for an immediate or deferred annuity
- Sends employee a TSP withdrawal packet
- Verifies that employee is eligible to select withdrawal method selected
- Gives necessary form to employee
- Coordinate with payroll, when necessary
- Sends the employee a TSP withdrawal packet with the NPA if employee separates without counseling

#### Maintain TSP Supplies

- Maintain a supply of TSP forms

| BENEFITS AND ENTITLEMENTS (CONTINUED) |
| --- |
| **TSP - Advise/Assist** |
| **Coordinate TSP Enrollment** |
| Provides counseling |
| **Coordinate TSP Loans** |
| Assists employee, where necessary |
| **Coordinate TSP Death Cases** |
| Provides counseling on how balance will be paid |
| **Coordinate TSP Open Season (Future Employee Express)** |
| Answers employees questions regarding open season |
| Assist employee with making election using automated systems |
| **Coordinate TSP - Separations/Retirements** |
| Counsels employee on withdrawal options, if eligible |
| **Coordinate General TSP Actions** |
| Coordinates answers with payroll (DFAS), CPOC, and ABC-C to resolve problems |

## *BENEFITS AND ENTITLEMENTS (CONTINUED)*

## FEGLI - Process

### Coordinate General FEGLI Actions

- Issue periodic changes, information, and reminders pertaining to FEGLI
- Conduct periodic audits to detect potentially erroneous FEGLI coverage
- Initiate actions to correct agency errors
- Notify employees in writing of discovered FEGLI errors (i.e., e-mail, notes, faxes, letters, etc.)
- Completes SF 2821 promptly following termination
- Sends original and duplicate of the SF 2821 to employee or assignee along with a complete SF2819
- Accepts, verifies and date stamps Designation of Beneficiary forms, SF 2823
- Returns designations from retirees/separated employees and informs them to submit designations directly to OPM
- If insurance assigned, accept assignees Designation of Beneficiary form.
- Refer questionable designations to OFEGLI

### Coordinate FEGLI New Enrollment

- Provide employee with SF 2817 Life Insurance Election and SF 2823 Designation of Beneficiary
- Complete and return forms
- Determine eligibility for additional FEGLI
- File original on right side of OPF, forwards copy to payroll and furnish employee with copy
- Completes SF 2817 declining optional and notes reason if new employee fails to file
- Receives, date stamps and verifies information
- If ineligible for coverage or to make a change, send employee official "initial decision" with reconsideration rights to Field Advisory Service
- Determine whether employee's reason for submitting late elections for optional were due to "causes beyond their control"
- Prepares and attaches a memorandum indicating reason for accepting late elections
- Annotates the SF 2817 with the determination that this is a valid late election
- Obtains guidance from FAS for general questions, from SAMR-CPP-SM if Army unique
- Certifies eligibility by signing SF 2817
- Verifies effective date on SF 2817
- Produces and disseminates NPA reflecting actual insurance elections/cancellations
- Sends SF 2817 and NPA to DFAS
- Files the certified part 1 of the SF 2817 on right side of OPF
- Sends employee copy of the SF 2817 to the organizational activity
- Mails/faxes questionable cases to SAMR-CPP-SM for assistance
- Assist employee with making election or change using automated systems.

### Coordinate FEGLI - Open Enrollment Periods (Future Employee Express)

- Notifies employee of event
- Make election forms available
- Receives, stamps, verifies, certifies, issues NPA and submits to DFAS

### Coordinate FEGLI - Leave Without Pay

- Monitor and terminate after 12 months
- Complete notice of conversion privilege (SF 2819) and agency certification of insurance status (SF2821) and mail to employee

### Coordinate FEGLI - Death Cases

- Send FE-6 to each assignee and to beneficiary if assignee has designated a beneficiary at last known address
- If notified by supervisor, notify management and request RPA
- Complete and submit SF 2821 to DFAS within 24 hours from notice
- When SF 2821 returned send copy to OFEGLI immediately
- File original SF 2821 in temporary file until claim for death benefits is received
- Verifies accuracy and completeness of forms

## BENEFITS AND ENTITLEMENTS (CONTINUED)

### Coordinate FEGLI - Separations/Retirements

Give necessary form(s) to employee. SF 2818 - Continuation of Life Insurance, SF 2819 - Notice of Conversion Privilege, SF 2820 - Certification of Insured Employees' Retired Status, SF 2821 Agency Certification of Insurance Status and SF 2822 - Request for Insurance and coordinate with payroll, when necessary OPM 1482 Agency Certification of Status of Reemployed Annuitants and RI 76-10

Include remark code B69 on separation NPA to annotate FEGLI assignment

Completes SF 2821 (Certificate of Life Insurance)

Provides SF 2821 to OPM if employee is ineligible or elects to discontinue insurance

If eligible, attach SF 2821/beneficiary forms and/or assignments to application and gives employee part 2 along with a completed SF 2819

Attaches original SF 2817 to application

If effective date of change falls after retirement, attaches the original and part 2 of SF 2817 to the SF 2821

Files part 3 of SF 2821 in the OPF

Counsels separating qualifying employees that FEGLI will be reinstated for postponed

MRA + 10 and FEGLI will not be reinstated for deferred annuity

### Coordinate FEGLI - OWCP

Contacts OFEGLI to confirm whether employee has optional insurance

Notifies OWCP on CA-7 of coverage, DOB and pay period which pay ceased

Returns the SF 2817 to employee for submission to OWCP

Completes CA-3 indicating pay period in which employee returned to duty

Provides employees' whose insurance terminates with a SF 2819

If employee elects to continue coverage, prepares an SF 2821 and sends to OPM with designations of beneficiary and assignments

### Coordinate FEGLI - Reemployed Annuitant

Annotate the SF 2817 and designate forms with the words "re-employed annuitant" and the retirement claim number and send to OPM or file in OPF as appropriate

Send copies of all SF 2817s filed during reemployment to retirement system

If claim for accidental death or dismemberment (ADD) is received, sends it to OFEGLI

### Coordinate FEGLI Assignments

Provide viatical settlement form with FEGLI

File information disclosed to settlement form in OPF

Provide notification to each assignee

Provide copies of RI 76-21, RI 76-10 and blank SF 2823 to assignee

Notifies employee of effective date of assignment

Verifies employment has not elected a living benefit

Obtains and files the current address of assignees

### Coordinate FEGLI - Living Benefits

Upon receipt of FE-8a from OFEGLI, certify salary, coverage, etc.

Fax FE-8a to DFAS and mail original to OFEGLI

Upon receipt of FE-8c from OFEGLI, prepare NPA with appropriate remarks and forward to DFAS

File the FE-8c in OPF and forward to OPM with other documentation at the time employee retires

### Maintain FEGLI Supplies

Maintain a supply of FEGLI forms

Maintain a Supply of Booklets, Pamphlets and Handbooks

- RI 76-12 FEGLI Pamphlet for Annuitants
- RI 76-20 FEGLI Booklet (Postal)
- RI 76-21 FEGLI Booklet (non-Postal)
- RI 76-26 FEGLI Handbook

| BENEFITS AND ENTITLEMENTS (CONTINUED) |
| --- |
| |
| **FEGLI - Advise/Assist** |
| **Coordinate FEGLI New Enrollment** |
| Provide counseling |
| Answers routine questions |
| |
| **Coordinate FEGLI - Leave Without Pay** |
| Counsels employees on effects |
| |
| **Coordinate FEGLI - Death Cases** |
| Provide counseling on how balance with be paid and assists in completing the FE-6 Claim for Death Benefits |
| FE-6DEP Statement of Claim-Option C, FE-7 Claim for Accidental Death Dismemberment submits it to OFEGLI |
| |
| **Coordinate FEGLI - Separations/Retirements** |
| Counsel employee on options and verify that employee is eligible |
| |
| **Coordinate FEGLI - OWCP** |
| Counsels employees regarding effects of OWCP on FEGLI, requirements and costs |
| |
| **Coordinate FEGLI Assignments** |
| Provide information and counsel employee of right to make irrevocable assignment |
| |
| **Coordinate FEGLI - Living Benefits** |
| Counsels employee on requirements and advise to contact OFEGLI |
| |
| **Coordinate General FEGLI Actions** |
| Coordinates answers with payroll (DFAS), CPOC, and ABC-C to resolve problems |
| |

| BENEFITS AND ENTITLEMENTS (CONTINUED) |
|---|
| **Retirement - Process** |
| **General** |
| Publishes periodic information bulletins, newsletters pertaining to these programs |
| Publishes information bulletins, newsletters which are activity unique, when needed |
| Processes reinstatements and back pay actions attributed to misinformation |
| Educates supervisors about the need to submit RPA promptly |
| Files copies of pending requests for firefighter, law enforcement, and air traffic retirement coverage on left side of OPF |
| Files approvals/disapprovals on right side of the OPF and notifies the affected employees |
| Monitors LWOP and intermittent service and adjusts SCD-retirement accordingly |
| Makes PC RETIRE available to CSRS employees doing financial planning so they can complete own annuity estimates |
| Receives requests for retirement annuity estimates from other employees, or CSRS employees who need a more detailed estimate for financial planning |
| Submits/forwards information necessary to prepare computations without accessing OPF |
| Using Fed-Calc or another automated system, generates computation & forwards to employee (e-mail/fax) |
| |
| **Inprocessing** |
| Prepares letter for employees, erroneously placed in FERS, offering them an opportunity to make a "deemed" election to remain in FERS, if appropriate (included in preappointment packet if error discovered prior to EOD) |
| Mails eligible employees a SF 3109 and FERS transfer handbooks (preappointment packet) |
| Receives appointee's records before EOD and reviews to determine retirement system, establishes/verifies SCD-retirement, etc. |
| Informs eligible CSRS and CSRS Offset employees of their opportunity to elect FERS |
| Informs CSRS employees where they can access the OPM Transfer |
| Forwards routine questions to FAS or to SAMR-CPP-CM if issues are Army unique |
| Ensures FERS election remarks are on NPA/ in MDCPDS |
| Monitors and follows-up on the FERS elections and requests for OPFs |
| If court orders exist, ensures spouses' consents were obtained |
| Contacts OPM to find out if FERS employees received refunds on FERS service |
| Reverifies all SCDs and retirement system whenever an OPF is received from NPRC or another agency |
| Establishes training dates |
| Runs DESIRE reflecting eligible employees |
| Provides employees with training dates and a copy of the Checklist for Employees - - |
| Preparing to Retire (Job Aid #1 and #2) |
| Forwards to the SF 144, along with info needed to reverify SCD-retirement date, the retirement system and the employee's eligibility |
| Obtains deposit/redeposit information from OPM by faxing Job Aid #4 |
| If not previously done, contacts OPM regarding refunds on FERS service |
| Obtains information on employees retirement plans (date) |
| Inputs planned retirement date into MDCPDS |
| |

| BENEFITS AND ENTITLEMENTS (CONTINUED) |
|---|
| |
| **Application Submission** |
| Notification of intent to retire NLT 60 days |
| Provides necessary forms to employee |
| Reverify the accuracy of retirement information with OPF |
| Requests DFAS verify completion of military deposit |
| Completes and returns the application with appropriate forms 60 days in advance |
| If less than 6 months before separation date, attaches and forwards SF 2803/3108 with retirement packet |
| Provides a TSP withdrawal packet containing options |
| Provides Federal/State Tax Information (Job Aid 7) |
| Provides employee with a copy of Where and How to Direct Questions to OPM and caution against contacting |
| them until notified that application was forwarded (Job Aid #6, Chapter 40) |
| Inputs timeliness DIN showing when complete application was received |
| Receives application and performs quality control review using audit form |
| Complete agency checklist |
| Completes and attaches the OPM Form 1510, if Discontinued Service Retirement |
| Reviews OPF and summary of Federal service to ensure completeness and accuracy |
| Assembles the application packet IAW DA guidance |
| Completes the NPA |
| Attaches NPA to application and forwarded to DFAS minimum 14 days prior to separation |
| Provides a retirement coverage letter to each employee (Job Aid #9, Chapter 40) |
| Returns applications received more than 30 days after separation |
| Inputs timeliness DIN showing date when application was forwarded to DFAS |
| Completes individual retirement record and forwards to OPM NLT 30 days after separation |
| |
| **Disability Claims - Preliminary Application** |
| Notification of desire to apply for disability retirement |
| Gives employee necessary forms and requests/receives OPF |
| Determines effective date (if leave transfer program, credit retire to beginning date of LWOP) |
| Prepares Certified Summary of Federal Service |
| Reviews OPF and Summary without dating/signing until complete application packet received |
| When medical documentation received marries it to application |
| If employee unavailable for signature, annotates Summary form, sends copy to employee and retains OPF |
| until OPM's decision |
| Forward preliminary application to DFAS |
| Prepares agency certification of Reassignment and Accommodate Efforts format |
| Inputs data into MDCPDS |
| |
| **Final - approval** |
| Informs employee/management and find out effective date |
| Requests immediate RPA from supervisor |
| Assembles final packet, audits form |
| Completes NPA |
| Receives, attaches NPA to packet and forwards through DFAS to OPM |
| |
| **Final - disapproval** |
| Forwards copy of OPM disapproval letter |
| Informs employee and management (letter, e-mail, fax, etc.) |
| Sends copy of OPM disapproval to DFAS |
| |

## *BENEFITS AND ENTITLEMENTS (CONTINUED)*

## Retirement - Advise/Assist

### Coordinate General Retirement Actions

Trains and educates all employees who are responsible for the retirement program, ensuring they realize that misinformation and errors may result in reinstatements with back pay and lost earnings

Coordinates answers with payroll (DFAS), CPOC, and ABC-C to resolve problems

Resolve payroll, CPAC, and ABC-C problems for employees on TSP, FEGLI, Health Benefits, SCD dates and retirements.

Provides assistance to all employees in completing retirement packages (e.g., explaining benefits options to all new employees).

### Inprocessing

Conducts inprocessing briefing

If CSRS employee transfers to FERS, explains excess contributions and assists with refund form

Answers questions, assists with forms, and informs employees to mail forms to appropriate office, i.e. OPM

Prepare for, and conduct general pre-retirement counseling sessions 5 years prior to eligibility for retirement

Provides employees with pre-retirement counseling session training dates

Presents an all-inclusive presentation of the retirement process needed for successful retirement planning

Advises employees to obtain a Request for Earnings and Benefit Estimate Statement from local SS office

Assists employee in documenting or obtaining missing documentation

Encourages employees to request preliminary annuity estimates to do financial planning for retirement and gives them a copy of Job Aid #3

Conducts pre-retirement session--informs/educates employee that applications must be submitted 60 days beforehand in order to receive timely annuity check

Advises employees to obtain information about other benefits plans, i.e., Foreign - Service, private industry, IRAs, SS, TSP, etc.

Advises employee to inform supervisor of anticipated retirement date--or as soon as practical

### Application Submission

Answers employees questions and assists in completing necessary forms

Explains OWCP versus disability, if applicable (Chapter 102)

Explains customary exit procedures

Explains how the retirement packet is processed by personnel, DFAS and OPM

### Disability Claims - Preliminary Application

Provides counseling, ensuring offset/FERS apply for Social Security disability

Counsels employee regarding OWCP vs. disability vs. regular retirement, if applicable

| | |
|---|---|
| **BENEFITS AND ENTITLEMENTS (CONTINUED)** | |
| | |
| **OWCP - Process** | |
| | **Initial Handling** |
| | Notifies management of injury/illness |
| | Provides appropriate CA forms |
| | Ensures employee receives prompt medical attention |
| | Refers employee to medical treatment facility |
| | Completes and provides Form CA-16 if employee elects private treatment of traumatic injury |
| | Completes CA-1/CA-2 form |
| | Completes supervisor's portion of CA-1/CA-2 form |
| | Signs and returns to employee receipt attached to CA-1 form |
| | Advises employee of right to elect continuation of pay (COP) or annual or sick leave it time loss will occur |
| | Advises employee whether COP will be controverted |
| | Forwards CA forms and documentation to Injury Compensation Program Administrator (ICPA) within 2 work days |
| | from date of receipt from employee |
| | Completes CA-7 when disability extends beyond COP or other wage loss |
| | Completes supervisor's portion of CA-7. Forward to ICPA within 2 work days of receipt from employee. |
| | Completes claim for compensation by widow, widower and/or children, et al. |
| | Completes supervisor's report of employee's death. Forward to ICPA within 2 work days. |
| | |
| | **Case Management** |
| | Designates ICPA |
| | Forwards CA-1/CA-2 forms to OWCP within 10 working days of receipt by supervisor |
| | Forwards CA-7 form to OWCP within 5 working days of receipt from employee |
| | Uses DOD/DOL IC tracking systems |
| | Refers suspected fraud cases to proper investigative authorities |
| | Coordinates with legal office on claims involving third parties |
| | Ensures that ample supply of required forms are available |
| | Provides technical assistance to employees and managers |
| | Validates quarterly chargeback reports. Notifies OWCP of errors. |
| | Obtains current medical reports |
| | Coordinates with safety and occupational health |
| | Attends Civilian Resource Conservation Program Committee meetings |
| | Ensures that FEHB and FEGLI are transferred |
| | Monitors transfer of function cases. Requests OWCP to make chargeback changes. |
| | Monitors BRAC cases. Requests OWCP to make appropriate transfer of cases. |
| | Nurse Intervention Program: coordinates the use of nurses to achieve early intervention for improved medical |
| | management where the projected length of disability is prolonged or uncertain |
| | Requests medical examinations from OWCP |
| | |
| | **Reemployment** |
| | Monitors COP, need for RPA |
| | Issues CA-17 to treating physician. Advises of light duty program. |
| | Notifies selective placement coordinator for return to work assistance |
| | Requests job search |
| | Conducts job search |
| | Processes RPAs |

| | | |
|---|---|---|
| ***BENEFITS AND ENTITLEMENTS (CONTINUED)*** | | |
| | | |
| **OWCP - Advise/Assist** | | |
| | **Reemployment** | |
| | Coordinate with management to establish light duty positions | |
| | | |
| | **Coordinate General OWCP Actions** | |
| | Coordinates answers with payroll (DFAS), CPOC, DOL, and ABC-C to resolve problems | |
| | | |
| | **Provide training to management on OWCP policy, procedures, and requirements.** | |

| BENEFITS AND ENTITLEMENTS (CONTINUED) |
| --- |
| **Death - Process** |
| Notification of death and initiates RPA (within 24 hours) |
| Determine survivor entitlements and counsel |
| Provides the surviving spouse with appropriate annuity estimates |
| Ensures all necessary documents are attached to claims |
| Receives, attaches NPA, and forwards through DFAS to OPM |
| **Death - Advise/Assist** |
| Contacts potentially eligible survivors and provides counseling and forms |
| If FERS, provides the surviving spouse or qualified former spouse with payment options for death benefits |
| and rollover information (Job Aid #10) |
| Coordinates answers with payroll (DFAS), CPOC, and ABC-C to resolve problems |

| | |
|---|---|
| ***BENEFITS AND ENTITLEMENTS (CONTINUED)*** | |
| **Overseas Benefits - Process** | |
| | Includes travel, tracking of reemployment rights, LQA, TQSE, TQSA, etc. |
| **Overseas Benefits - Advise/Assist** | |
| | Includes travel, tracking of reemployment rights, LQA, TQSE, TQSA, etc. |
| | Contacts/counsels new OCONUS employees on eligibility to entitlements/benefits |
| | Performs calculations/reconciliation |

| | | |
|---|---|---|
| ***BENEFITS AND ENTITLEMENTS (CONTINUED)*** | | |
| | | |
| **Resolve Payroll Errors** | | |
| | | |
| **Reconcile MDCPDS and DCPS** | | |
| | | |
| **Develop and Provide Training - Train HR Community** | | |
| | | |
| **Develop and Provide Training - Train External Customers** | | |
| | NOTE:  applies to all serviced customers outside of a CPOC/CPAC environment | |
| | | |

# Activity Dictionary

| | |
|---|---|
| ***CLASSIFICATION*** | |
| **Establish/Change Position (non DCA)** | |
| | **Coordinate General Position Establish/Change Actions** |
| | Receive and review RPA for proper documentation and efficient organization |
| | Provide advice to manager on classification and balanced/efficient organization |
| | Return to or request additional data from manager |
| | Receive revised RPA and send to CPOC |
| | Forward draft PD or I/A, and supporting data using FAX, E-Mail, Mail, etc. |
| | Receive and review RPA and supporting data for action needed |
| | Provide advice to manager on classification and balanced/efficient organization |
| | |
| | **Analyze Position - Research Essential Facts** |
| | Obtain/request additional information from either by discussion with manager or position audit as needed |
| | Produce PD using PD Library, FASCLASS, COREDOC, SPD, or manager's outline |
| | Coordinate PD revisions with supervisor |
| | Send final PD to supervisor for certification of duties |
| | |
| | **Edit/Write/Draft Position Description** |
| | |
| | **Classify Position Using COREDOC or Classification Standards** |
| | Conduct classification panel (if needed) |
| | Finalize classification, prepare evaluation (if needed) |
| | Complete COREDOC cover sheet or FASCLASS header information |
| | Certify PD |
| | Assign codes (e.g., CLC, EE, Key Positions (Mobilization), FLSA, Security, etc.) |
| | |
| | **Apply Standards, Regulations, or Laws** |
| | Coordinate New/Revised Position Classification Standards (PCS) and Job Grading Standards (JGS) |
| | Receive, review and analyze new/revised PCS/JGS/regulations/laws for impact |
| | Coordinate changes in PD/Classification with Manager/CPAC |
| | Effect necessary changes in MDCPDS |
| | |
| | **Review PD to Determine if it Should Be Placed in PDL** |
| | Input PD into PDL for MACOM review, approval/disapproval |
| | |
| | **Classification Complaints and Appeal Process** |
| | Receive and process change/revised position description |
| | Conduct job audit (if required) |
| | Establish/change position description |
| | Receive appeal |
| | Review appeal package for completeness of data (e.g., PD, accuracy statements, etc.) |
| | Coordinate the submission of employee statements |
| | Add necessary documentation to complete package |
| | Send appeal package to DoD/OPM |
| | Contact manager/CPAC for additional information |
| | |

# Activity Dictionary

| | |
|---|---|
| ***CLASSIFICATION (CONTINUED)*** | |
| **Establish/Change Position (DCA)** | |
| | **Coordinate General Position Establish/Change Actions** |
| | Receive and review RPA for proper documentation and efficient organization |
| | Provide advice to manger on classification and balanced/efficient organization. |
| | Review RPA considering supervisory ratio, organizational alignment, and potential misassignment |
| | Conduct PM Studies and provides management with substantive recommendations on position structuring |
| | Ensure resolution of all Position Management issues (e.g., space authorizations, high grade allocations, etc.) |
| | prior to forwarding to the RPA to CPOC |
| | Return to or request additional data from manager. |
| | Receive revised action, log in MDCPDS/tracking and send to CPAC |
| | Prepare and send written advisory (if needed) |
| | Receive managers comment/decision |
| | Complete action and assign codes |
| | Process to staffing branch |
| | Develop and conduct DCA training |
| | Obtain signatures and distribute letters authorizing DCA |
| | |
| | **Analyze Position - Research Essential Facts** |
| | Note: this subactivity is applicable only when performed by a member within the Civilian Personnel Management |
| | Community |
| | |
| | **Edit/Write/Draft Position Description** |
| | Note: this subactivity is applicable only when performed by a member within the Civilian Personnel Management |
| | Community |
| | |
| | **Classify Position Using COREDOC or Classification Standards** |
| | Note: this subactivity is applicable only when performed by a member within the Civilian Personnel Management |
| | Community |
| | |
| | **Apply Standards, Regulations, or Laws** |
| | Coordinate New/Revised Position Classification Standards (PCS) and Job Grading Standards (JGS) |
| | Receive, review and analyze new/revised PCS/JGS/regulations/laws for impact |
| | Coordinate changes in PD/Classification with Manager/CPAC |
| | Effect necessary changes in MDCPDS |
| | |
| | **Classification Complaints and Appeal Process** |
| | Provide management advice and assistance to resolve complaints and issues |
| | Provides advice and assistance to employee on procedures |
| | Receive and process change/revised position description |
| | Conduct job audit (if required) |
| | Establish/change position description |
| | Receive appeal |
| | Review appeal package for completeness of data (e.g., PD, accuracy statements, etc.) |
| | Coordinate the submission of employee statements |
| | Add necessary documentation to complete package |
| | Send appeal package to DoD/OPM |
| | Contact manager/CPAC/CPOC for additional information |
| | |
| | **Provide Advice and Assistance to External (non-CHR) Customers** |
| | |
| | **Process RPAs (includes building positions)** |

| | |
|---|---|
| ***CLASSIFICATION (CONTINUED)*** | |
| | |
| **Review/Process Routine Request for Personnel Action** | |
| | Work with management to annotate RPAs |
| | Review RPAs and required attachments for completeness |
| | Coordinate with management regarding use of noncompetitive procedures, requirements, etc. |
| | |
| **Conduct or Participate in A-76 Studies and Balance Economy and Plan for A-76 Studies** | |
| | Serve on steering committee, participate in planning and strategy meetings |
| | Analyze and advise on the development of the MEO and Government in Nature functions |
| | Assist management in preparing PDs |
| | Analyze and provide cost comparison on personnel costs |
| | Inform unions of status on A76 and negotiate on I&I issues |
| | Develop a plan of action including personnel milestones |
| | Conduct workforce briefings on the status of A76 study |
| | Prepare PDs as necessary |
| | Classify PDs |
| | Participate in planning and strategy meetings |
| | Analyze the work to arrive at most efficient and effective organization |
| | Develop contingency plans with management to keep organization staff during A76 process |
| | Advise affected employees on Right of First Refusal |
| | CPAC provides PM&C advice on study team |
| | |
| | **Execute Classification Consistency Reviews** |
| | Receive appeal/supporting documentation |
| | Research/determine impacted positions |
| | Test applied appeal/supporting documentation to applicable job descriptions |
| | Prepare impact analysis for higher authority |
| | Advise management of reasons for the review and potential impact |
| | Review RPA prepared by management |
| | Finalize position, as necessary |
| | Process RPA |
| | Enter productivity status code |
| | Update position description citation and evaluation - update files |
| | |
| **Administer Wage and Benefit Development** | |
| | Participates in other wage and benefit surveys |
| | Participates in private industry surveys |
| | |
| **Administer Classification Elements of MDCPDS - Validate and Correct Position Data** | |
| | Review transaction register and quality control audits |
| | Research error listings and determine correction needed |
| | Change or correct data |
| | Review and determine accuracy of data in local tables (i.e., org titles, Competitive level, Geographic - location) |
| | Determine proper codes and consistency of code structures |
| | Report and follow up to CPOC on changes to data |
| | Change or correct data in local tables |
| | Establish and maintain official personnel folder |

## *CLASSIFICATION (CONTINUED)*

### Administer Classification Elements of MDCPDS - Build Position

- Determine position codes and input position builds
- Delete/set delete of old position

### Administer Classification Elements of MDCPDS - Reconciliation with Payroll Data

- Review OPFs, MDCPDS, DCPS and other available tools to resolve position and organization mismatches
- Contact CSR if DCPS organization table needs to be updated
- Verify DCPS organization table update and match of data in MDCPDS with DCPS
- Correct/update MDCPDS to flow DCPS, as appropriate
- Delete vacancies (excess)
- Regularly reviews organization chart report from MDCPDS

### Process Realignment/Reorganization Actions

- Provide PM&C advice on realignment plans
- Coordinates reorganization plan with CPOC
- Receive realignment documents
- Conduct procedural review of all documents needed to implement (draft PDs, org charts, etc.); obtain additional documents if needed
- Forward reorganization data to CPOC for implementation

### Develop and Provide Training - Train HR Community

### Train External Customers

NOTE: applies to all serviced customers outside of a CPOC/CPAC environment

### Advise and Assist

NOTE: applies whenever this activity does not fall under any other activity.

| | |
|---|---|
| ***CLASSIFICATION (CONTINUED)*** | |
| | |
| **Perform/Conduct Special Assignments and Projects** | |
| | **General Assignments and Projects** |
| | |
| | **Review and comment on draft classification standards** |
| | |
| | **Apply draft classification standard to established PDs** |
| | |
| | **Coordinate General Classification Standard Actions** |
| | Receive new standard |
| | Review for impact |
| | |
| | **Coordinate Changes in PD/Classification** |
| | Identify affected PDs/review for impact |
| | Coordinate/apply standard where appropriate |
| | Advise CPAC of results and any actions needed |
| | Advise managers of new standard, impact and time frames for application |
| | Coordinates action with CPOC |
| | Review RPA prepared by manager |
| | Finalize PD as necessary |
| | Process RPA |
| | Enter productivity status code |
| | Update PD citation and evaluation |
| | Update files |
| | |
| | **Environmental Differential Pay/Hazard Pay Differential Review** |
| | Examines requests for such pay |
| | Coordinate request with management, local safety/health office |
| | Coordinate required safety review of work situations |
| | Provides oversight over program |

# Activity Dictionary

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT)*** | |
| **Administer Recruitment Program - Perform Job Analysis** | |
| | **External Recruitment** |
| | Assist manager develop selective factors and skill list |
| | Develop job analysis and search criteria |
| | |
| | **Career Program Position** |
| | Assists manager in selection of criteria |
| | |
| | **Merit Promotion** |
| | Assist managers to develop selective factors/skills list. |
| | |
| **Administer Recruitment Program - Conduct Rating and Ranking** | |
| | **Coordinate Panels for Rating and Interview** |
| | Advise CPAC of rating panel requirement |
| | Advise management on procedures |
| | Schedule and conduct the panel |
| | Conduct rating and ranking |
| | |
| | **DEU** |
| | Notifies applicant of rating or ineligibility |
| | |
| | **Internal Recruitment Program** |
| | Inputs results from Candidate Evaluation System into automated Database |
| | |
| **Administer Recruitment Program - Prepare Vacancy Announcement** | |
| | **External Recruitment** |
| | Documents conditions of employment for RPA |
| | Identify drug test statement on SF 39 and OF 5 |
| | Include requirement as "Conditions of Employment" in announcement |
| | |
| | **Temporary Appointments** |
| | Reviews RPA and Documentation, forwards RPA |
| | Prepares and Distributes External Job Announcement |
| | |
| | **DEU** |
| | Prepares External Job Announcements, Distributes and Posts on Bulletin Boards |
| | Review candidate evaluation with manager |
| | |
| | **Internal Recruitment Actions** |
| | Confirms announcement dates, area of consideration, candidate evaluation, with manager |
| | Prepares job opportunity announcement |
| | Distribute and post job announcements and documentation of conditions of employment on RPA |
| | Identify drug testing statement on SF 39 and OF 5 |
| | Include requirements such as "Conditions of Employment" or emergency essential on announcement |
| | |
| | **Administer Career Program Positions** |
| | Prepares ICTAP announcement if necessary |
| | Prepares MPA announcement simultaneously |
| | |
| | **Summer Employment Program** |
| | Prepare announcement |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Administer Recruitment Program -- Conduct Outreach** | |
| | **External Recruitment** |
| | Analyze sources of recruitment (Disabled Veteran, VRA, Upward Mobility, Intern, etc.) |
| | Advise management on costs/reimbursement procedures for OPM services |
| | Centralize funds to pay for OPM Certificates |
| | Requisitions resumes from automated stopper and referral system (ASARS) |
| | Request OPM Certificate, Initiates SF 39 |
| | Conduct and participate in job fairs |
| | Coordinate with EEO (if applicable) |
| | |
| | **DEU** |
| | Provides forms and answers inquiries |
| | Conducts post recruitment visits |
| | Prepares Paid Advertising |
| | Assist with local labor market recruitment |
| | |
| | **Emergency Hire Program** |
| | Locate candidates |
| | Provide forms and answer inquiries |
| | |
| | **Off the Bank Hire** |
| | Post general announcement with State Employment Agency |
| | |
| | **Internal Recruitment Actions** |
| | Reproduces/distributes JOA if required |
| | |
| | **Career Program Positions** |
| | Transmits (electronically) CRR to Career Referral Office (CRO), info to CPOC |
| | |
| | **Student Employment Program** |
| | Prepares formal contracts/agreements with schools |
| | |
| | **Summer Employment Program** |
| | Distribute announcement |
| | |
| | **Administer Applicant Supply File (ASF)** |
| | Creates and maintains ASF |
| | Prepares/updates inventory of eligibles |
| | |
| | **Recruitment Trips** |
| | Project future employee skill requirements |
| | Contact colleges to obtain major taught and job fair schedule |
| | Identify historically Black and Hispanic colleges |
| | Schedule recruitment trip |
| | Collect resumes |
| | Enter resume data into database |
| | Forward resumes to selecting officials for review/interview |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Administer Recruitment Program -- Process Referrals** | |
| | **External Recruitment** |
| | Receives resumes, issues referral list, makes offer |
| | Downloads list for manager, coordinates with EEO Office, if applicable |
| | Informs applicants who are not qualified or not selected |
| | |
| | **DEU** |
| | Receives Applications |
| | Issues certificates of eligibles |
| | Determines interest & avail (if needed) |
| | Prepares referral list |
| | Prepare and forward list to CPAC/manager, coordinate with EEO if applicable |
| | Input status of resumes in automated database |
| | |
| | **Temporary Appointments** |
| | Receives Applications |
| | Notifies applicant of rating or ineligibility |
| | Prepares/updates inventory of eligibles |
| | Issues certificate of eligibles |
| | Adjudicates objection or forwards to OPM |
| | Determines interest & avail (if needed) |
| | Forward to manager with a copy to the CPAC |
| | Inform those not selected |
| | |
| | **Internal Recruitment Program** |
| | Receives resumes |
| | Prepare and forward Referral List to Manager |
| | Forward copy of Referral List to EEO (per local policy) |
| | |
| | **Career Program Positions** |
| | Receives Career Referral List |
| | Issues Referral List to Manager |
| | Return annotated list to CRO |
| | Assist manager with referral criteria and submit referral request |
| | |
| | **Student Employment Program** |
| | Receive applications |
| | Prepares inventory |
| | Issue referral list |
| | |
| | **Summer Employment Program** |
| | Receive Applications |
| | Prepares inventory of eligibles |
| | Issue referral list |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Administer Recruitment Program -- Determine Qualifications** | |
| | **External Recruitment** |
| | Submits qualifications dispute, makes offer or closes |
| | |
| | **DEU** |
| | Evaluates qualifications |
| | Coordinates with SME (if required) |
| | Administers Test (if applicable) |
| | Determines eligibility |
| | Resolves qualification or other issues |
| | Adjudicates objection or forwards to OPM |
| | |
| | **Temporary Appointments** |
| | Evaluates Qualifications |
| | Coordinates with SME (if required) |
| | Administers Test (if applicable) |
| | Resolves Qualifications or other issues |
| | |
| | **Internal Recruitment Program** |
| | Evaluates Candidates' applications |
| | Coordinates advice and assistance from SMEs |
| | Inform those not qualified |
| | Respond to qualification issues |
| | Determine if candidate is within area of consideration |
| | Update status in automated system |
| | |
| | **Career Program Positions** |
| | Check selectee qualifications |
| | Inform those not selected |
| | Respond to qualification issues |
| | |
| | **Student Employment Program** |
| | Evaluate Qualification |
| | |
| | **Summer Employment Program** |
| | Evaluate qualifications |
| | |
| | **Career Ladder Promotions** |
| | Determine Qualifications |
| | |
| | **Noncompetitive Promotions** |
| | Determine qualifications and authenticate regulatory requirements |
| | |
| | **Management Initiated Reassignments** |
| | Determine Qualifications |
| | |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| **Administer Recruitment Program -- Determine Eligibility** | |
| | **DEU** |
| | Prepares/updates inventory of Eligibles |
| | |
| | **Off the Bank Hire** |
| | Reviews package for completeness |
| | |
| | **Temporary Appointments** |
| | Determines Eligibility |
| | |
| | **Internal Recruitment Program** |
| | Evaluates by Candidate Evaluation System |
| | |
| | **Student Employment Program** |
| | Determine Eligibility |
| | |
| | **Summer Employment Program** |
| | Determine Eligibility |
| | |
| | **Career Ladder Promotion** |
| | Check for Training Plan Completeness |
| | |
| | **Noncompetitive Promotions** |
| | Determine qualifications and authenticate regulatory requirements |
| | |
| | **Management Initiated Reassignments** |
| | Determine Qualifications |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| **Administer Recruitment Program -- Clear PPP/RPL/ICTAP/Special Consideration** | |
| | **DEU** |
| | Adjudicates veterans preference |
| | Clears military spouse preference |
| | Prepares retired military waiver if applicable |
| | |
| | **External Recruitment** |
| | Register RPA fill and PPP |
| | Clears military spouse preference |
| | Clears PPP and other special placement programs |
| | ICTAP (Interagency Career Transition Assistance Program) publicity |
| | |
| | **Temporary Appointments** |
| | Adjudicates Veteran's preference |
| | Coordinates with EEOO if applicable |
| | |
| | **Internal Recruitment Program** |
| | Before action, Clears Special Placement Programs (PPP, Repromotion, lost consideration, Settlements) |
| | Maintains Special Placement Program Data Base |
| | Clear PPP (after referral) |
| | Coordinate with EEOO if applicable |
| | |
| | **Career Program Position** |
| | Clear PPP |
| | Clear Military Spouse Preference |
| | Closes PPP upon receipt of the referral |
| | Alerts CPOC to close PPP when list goes to management |
| | |
| | **Extension of Temporary Appointment/Conversion** |
| | Clears PPP (if applicable) |
| | |
| | **Administer PPP Offers Based on Registration, i.e., RIF, TOF, Early Registration** |
| | Receives job offer |
| | Verifies qualifications |
| | Makes offer to employee |
| | Counsels employee on PCS entitlements |
| | Proposes EOD |
| | Notifies CPOC of acceptance/declination of offer |
| | Contacts/notifies gaining activity CPO |
| | Establishes firm EOD |
| | Provides SF-75 info if outside DA |
| | Administer VSIP II Program to include registration, counseling, and file maintenance |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** **Administer Recruitment Program -- Clear PPP/RPL/ICTAP/Special Consideration -- Continued** | |
| | |
| | **Administer PPP Recruit Actions** |
| | Receive RPA |
| | Input personnel action into ASARS |
| | Receive, review, process resumes |
| | Notify CPAC of PPP matches |
| | Notify supervisor of PPP match |
| | Request qualifications determination or make offer |
| | Request SF 75 information |
| | Arrange release and EOD dates |
| | Maintain the file |
| | Process RPA |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Administer Recruitment Program -- Commit and Execute Selection** | |
| | **Review Selection and Supporting Documentation (includes pay setting issues)** |
| | |
| | **Process Commitments** |
| | Contact selectee and make job offer (if PPP is clear) |
| | Advise management on procedures |
| | Mail letter and pre employment documents |
| | In process employee |
| | Provide documents to CPOC |
| | Establish EOD |
| | |
| | **Establish Release Date** |
| | Contact and coordinate with management |
| | Notify gaining CPO |
| | Furnish SF 75 information |
| | Inform supervisor |
| | Process RPA |
| | Assist employee in forms completion |
| | Forward to OPM |
| | Coordinate with security office |
| | File results |
| | Update MDCPDS |
| | |
| | **Administer Drug Testing Program** |
| | Identify drug testing statement on SF 39 and OF 5 |
| | Include requirement as "Conditions of Employment" on announcement |
| | Include Drug Testing DA Form 5019-R as part of in-processing package |
| | File completed DA Form 5019-R in OPF |
| | Advise management upon positive tests |
| | |
| | **Administer State Criminal History Repository Checks (SCHRC)** |
| | Forward SCHRC to particular States for record checks |
| | Monitor/record reverification as regulation requires |
| | Maintain completed file |
| | Provide annual report date to MACOM |
| | Post completed CPOC checklist to OPF |
| | |
| | **Coordinate Entrance on Duty Physicals** |
| | Provide local procedures and guidance for entrance on duty (EOD) physicals |
| | Schedule physical with Occupational Health, if required |
| | Inform selectee on date and time of physical |
| | Provide advice to manager upon failure to pass physical examination |
| | Forward completed SF 78 to Medical File (i.e. Safety Occupational Health Office) |
| | Complete SF78 |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Administer Recruitment Program -- Commit and Execute Selection** | |
| | **Administer Police Checks/Vouchering** |
| | Provide local procedure and guidance on obtaining checks |
| | Coordinate checks to required departments |
| | Provide advice to manager upon receipt of adverse information |
| | Inform CPOC when adverse check received |
| | Maintains completed checks files |
| | File CPOC checklist in OPF |
| | |
| | **Fill Positions with Security Clearance Requirements** |
| | Develops local procedures for processing security clearances |
| | Counsels selectee on clearance requirements and negative results |
| | Reviews paperwork for completeness |
| | Submits completed paperwork to OPM |
| | Receives NACI results forwarded from Security Manager |
| | Provides advice to manager upon receipt of negative response |
| | Advises CPOC upon receipt of negative response |
| | Updates clearance in MDCPDS |
| | Files Certificate of Clearance (DA 873) in OPF |
| | |
| | **Process National Agency Checks (NACI)** |
| | Assist employee in forms completion |
| | Forward to OPM |
| | Coordinate with Security Office |
| | File Results |
| | Update MDCPDS |
| | |
| | **DEU** |
| | Reviews selection and/or supporting documentation |
| | Manages pre employment package, security, police check |
| | Finalizes selection (includes adjudication, approval, comments) |
| | In process |
| | |
| | **Emergency Hire Program** |
| | Contacts,commits, and in processes |
| | |
| | **Temporary Appointments** |
| | Reviews selection and/or supporting documentation |
| | Finalizes selection (including adjudication, approval, comments.) |
| | In process |
| | |
| | **Internal Recruitment Program** |
| | Manages pre employment package, security, police check |
| | Finalizes selection |
| | In process |
| | |
| | **Career Program Positions** |
| | Notifies Selectees and arranges EOD |
| | Forwards Career Program (CP) Package to CPOC |
| | In process |
| | |
| | **Student Employment Program** |
| | Finalizes selections |
| | In process |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| **Administer Recruitment Program -- Commit and Execute Selection - CONTINUED** | |
| | |
| | **Coordinate Student Volunteers** |
| | Forward documentation to CPOC |
| | |
| **Administer Preference and Priority Programs -- Counsel Employees** | |
| | **Family Member Program** |
| | Counsels Family Member |
| | Provides Assistance to Family Members |
| | Responds to written/oral Family Member Inquiries |
| | |
| | **Military Spouse Preference Program** |
| | Counsels registrant |
| | |
| | **Reassignment/CLG - Reclassification** |
| | Counsels employee/registers in PPP, if applicable |
| | |
| | **Administer Status Eligible File - Repromotion** |
| | Counsel Repromotion candidate on eligibility |
| | |
| | **Administer the Reemployment Priority List** |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Administer Preference and Priority Programs -- Register Employees and Maintain Registration** | |
| | **Administer Early PPP Registration** |
| | Prepares request for two-year early registration period and forwards to DA |
| | Provides input to request |
| | Conducts mock-RIF to determine employees' priority groups and forward to CPAC |
| | Downloads retention register |
| | Briefs employees |
| | Counsels employees and forwards registration for CPOC via ASARS |
| | Inputs and maintains PPP registrations |
| | |
| | **Administer PPP Registration** |
| | Counsels employees and forwards registration for CPOC via ASARS |
| | Verify qualifications |
| | Input registration, maintain file |
| | Register employees for DORS |
| | |
| | **Family Member Program** |
| | Registers Family Member |
| | Submits Application and Documentation |
| | Performs Regulatory Review of Documents (Qualifications, eligibility) |
| | Enters registration into and updates/maintains ASARS |
| | Mail resume to registrant |
| | Closes out registration |
| | |
| | **Military Spouse Preference Program** |
| | Obtains employment application from registrant |
| | Makes eligibility determinations |
| | Review and finalize registration forms |
| | Forwards registration and employment applications to CPOC |
| | Input to ASARS |
| | Mail resume to registrant |
| | |
| | **Reassignment/CLG - Reclassification** |
| | Registers in PPP, if applicable |
| | Input and maintains PPP registration |
| | |
| | **Status Eligible File - Repromotion** |
| | Establish and maintain application file and database |
| | Close out file |
| | |
| | **Reemployment Priority List** |
| | Establish and Maintain RPL |
| | Counsel Employees |
| | |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Reshape Workforce -- Conduct Reduction in Force** | |
| | Submits abolish RPA |
| | Coordinates action with DRM |
| | Advises Management on RIF procedures |
| | Conducts pre-RIF planning |
| | Verifies competitive levels |
| | Updates employee information |
| | Notifies state and local agencies |
| | Freezes vacancies |
| | Established cut-off dates for information, i.e., performance appraisals, VA letters, etc. |
| | Coordinates with unions |
| | Prepares DA/MACOM RIF Notification/Approval |
| | Prepares input for notification/approval |
| | Notifies work force of dates established (after HQDA for more than 50 separations) |
| | Conducts employee briefing |
| | Prepares request for VERA/VSIP authority |
| | Conducts mock RIF |
| | Notifies workforce of VERA/VSIP requirements |
| | Counsels interested employees on VERA/VSIP |
| | Accepts applications for VERA/VSIP |
| | Determines eligibility for VERA/VSIP |
| | Approves VERA/VSIP |
| | Processes VERA/VSIP actions |
| | Maintains VERA/VSIP audit trail |
| | Conducts RIF and prepares RIF notices |
| | Downloads RIF notices |
| | Downloads retention registers and related information and files |
| | Prepare notice of expected separation |
| | Deliver notice of expected separation |
| | Signs RIF Letters (if performed by the CHR community) |
| | Obtains and forwards receipted copy of RIF letter to CPOC |
| | Conducts RIF briefing |
| | Counsels employees |
| | Forwards registrations to CPOC for input to ASARS and other automated systems |
| | Inputs and maintains registration data |
| | Processes RIF Actions |
| | Completes final reports, i.e., VERA/VSIP, RIF, etc. |
| | Determine severance pay |
| | Determine/maintain vacancies |
| | Set pay - grade/pay retention |
| | Re-run RIF for better offers |
| | Issue amended RIF letters |

| STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED | |
|---|---|
| | |
| **Reshape Workforce -- Conduct Transfer of Function** | |
| | Identify Function (if prepared by the CHR community) |
| | Identify Positions (if prepared by the CHR community) |
| | Identify Personnel (if prepared by the CHR community) |
| | Notify and advise management (if performed by the CHR community) |
| | Prepares DA/MACOM TOF Notification/Approval package |
| | Develops canvas letters |
| | Downloads canvas letters |
| | Obtains and forwards receipted copy of TOF letter to CPOC |
| | Conducts TOF Briefing |
| | Counsels employees |
| | Determines actions based on employees' decisions |
| | Receive employee acceptance/declination |
| | Conducts mock-RIF to determine rights |
| | Finalizes transfer rights |
| | Develops final letters |
| | Downloads final letters and signs (if performed by the CHR community) |
| | Delivers final TOF letters to affected employees |
| | Obtains and forwards receipted copy of TOF letter to CPOC |
| | Counsels and registers employees declining TOF |
| | Process TOF actions |
| | Conducts RIF if necessary |
| | Determine severance pay |
| | Determine/maintain vacancies |
| | Set pay - grade/pay retention |
| | Re-run RIF for better offers |
| | Issue amended RIF letters |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Provide Advice and Assistance -- Interface with Customers** | |
| | **Process Commitments** |
| | Process RPA |
| | |
| | **Reviews Applications/Resumes for Adequacy** |
| | |
| | **DEU** |
| | Answers inquiries |
| | Advice and assistance and reviews OF62 |
| | Provides advice and assistance |
| | |
| | **Temporary Appointments** |
| | Provides advice and assistance |
| | |
| | **CLG/Reassignment - Medical Conditions** |
| | Review, counsel employee |
| | |
| | **Reassignment/CLG - Reclassification** |
| | Provide advice and assistance |
| | Issue letter with NPA |
| | Meet with employee, labor representative and manager to give letter |
| | |
| | **LWOP - Registration** |
| | Counsel employee |
| | |
| | **NAF to AF Conversion** |
| | Counsel employee |
| | |
| | **Review/Change/Establish Retention Allowances** |
| | Provide advice and assistance |
| | |
| | **Administer Complaint Processing** |
| | Provide oral information |
| | Provides written information |
| | Attend hearing |
| | Attend hearing as required |
| | |
| | **Recruitment, Retention, Relocation** |
| | Advise management on 3 Rs (Recruitment, Retention, Relocation) |
| | |
| | **Superior Qualifications Hiring Rate** |
| | Advise management |
| | |
| | **Transitioning Soldiers/Military** |
| | Brief the recruitment process and how to apply for Federal employment |
| | Describe the types of appointments |
| | Explain veteran's preference |
| | Identify Federal positions and organizations that have age restriction |
| | Explain types of prior Federal employment (reinstatement eligibility) |
| | Name employment sources available to locate Federal employment |
| | Describe the Veteran's Employment Opportunity Act |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Provide Advice and Assistance -- Coordinate Staffing Planning** | |
| | **Coordinate Staffing Planning** |
| | Develop staffing strategies |
| | Compile data and publish plan |
| | |
| | **Federal Equal Opportunity Recruitment Program (FEORP)** |
| | Develop and administer FEORP |
| | Coordinates with EEO Office |
| | Provide local input for the plan |
| | Use Affirmative Action (AA) statistics to develop recruitment strategies |
| | Transmit electronically FEORP plan to CPAC |
| | Distribute to and advise managers |
| | Identifies recruitment sources to meet goals (in consultation with management) |
| | Conduct program evaluations |
| | Provide feedback/advice to managers |
| | Prepare and forward reports to HQs |
| | |
| | **Develop and Update AAP for Individuals with Disabilities and Disabled Veteran Plans** |
| | Develop and update AAP Plan and Disabled Veterans Plan |
| | Analyze (database generated) statistics to determine under-representation |
| | Transmits (electronically) plan to CPAC |
| | Distribute to and advise managers |
| | Act as liaison with external agencies for the handicapped |
| | Coordinate for special employment needs or accommodations |
| | Prepare and forward reports to HQ |
| | |
| | **Administer Affirmative Employment Plan** |
| | Serve as liaison to EEO |
| | Provide requested employment, etc. data to EEO |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Develop and Maintain Plans, Policy, and Guidance** | |
| | **Develop/Revise Merit Promotion Plan** |
| | Propose common merit promotion practices in coordination with MACOM |
| | Staff MP Plan to managers and unions |
| | Participate in I&I bargaining |
| | Transmit electronically MP Plan to CPAC |
| | Distribute MP Plan to workforce |
| | Advises management on key features of MP Plan |
| | |
| | **Develop/Revise Pay Policy** |
| | Propose common pay administration policies/procedures in coordination with MACOM |
| | Participate in development of pay setting |
| | Staff plan to managers and unions |
| | Participate in I&I bargaining |
| | Transmit electronically pay setting policy to CPAC |
| | Distribute policy to workforce |
| | Advise management/supervisors on key features of policy |
| | |
| | **Develop/Revise Recruitment and Placement Guidance** |
| | Provide recruitment and placement guidance |
| | Provide training (formal and informal) |
| | Provide R&P information and advice |
| | Develop recruitment material |
| | Conduct staff assistance visits |

| | |
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| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Process Personnel Actions -- Process 52 (RPA)** | |
| | **Establish/Combine OPF** |
| | Review and combine prior service record with current record in chronological order |
| | Purge the OPF for leave, RIF, Civilian SCD, TSP, and service pin |
| | Audit the folder to verify pertinent information (DLOES), benefits, retirement code, education level, appraisals, etc. |
| | Update any changes in MDCPDS for accuracy |
| | |
| | **Process Request for Personnel Action** |
| | Receive and log RPA |
| | Forward RPA to CPOC |
| | Audit RPA |
| | Review RPA for completeness |
| | Verify position information |
| | Process RPA using MDCPDS |
| | Authenticate RPA |
| | Review NPA for completeness |
| | Distribute NPA (employee, payroll, etc.) |
| | Forward documents to payroll |
| | |
| | **DEU, Emergency Hire, Off-the-Bank Hire, Temporary Appointments, Internal Recruitment Actions, Career Program Positions, Student Employment Program, Summer Employment Program, Details, Career Ladder Promotions, CLG/Reassignment - Medical Reasons, CLG/Reassignment/Promotion - EEO or Labor Settlement, Reassignment/CLG - Reclassification, Noncompetitive Promotion, Management Initiated Reassignments, LWOP - Resignation, NAF to AF Conversion, Review/Change/Establish Retention Allowances, Termination of Temporary Appointment/ Temporary Promotion, Recruitment/Retention/Relocation, Superior Qualifications Hiring Rate, Coordinate Student Volunteers** |
| | Processes RPA |
| | |
| | **Extension of Temporary Appointment Conversion** |
| | Process RPA |
| | Request roster from regional database |
| | Coordinate with appropriate specialist on extending or terminating appointment |
| | If extended, cancel termination and process extension of appointment |
| | If terminated, review/edit NPA for correctness |
| | Authenticate NPA |
| | Print and mail copy to the employee with appropriate documentation |
| | File NPA in OPF |
| | |
| | **Process WGIs** |

# Activity Dictionary

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|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Process Personnel Actions -- Authenticate SF 50 (NPA)** | |
| | **Process Personnel Actions** |
| | Authenticate NPA |
| | |
| **Process Personnel Actions -- Update MDCPDS Data** | |
| | **Termination of Temporary Appointment/Temporary Promotion** |
| | Monitor NTE date |
| | Coordinate NTE dates with customers (e.g., managers, administrative support personnel, etc.) |
| | Request RPAs |
| | Process RPAs |
| | |
| **Manage Staffing and Services -- Control Quality** | |
| | |
| **Manage Staffing and Services -- Meetings** | |
| | |
| **Manage Staffing and Services -- Manage Production** | |

Activity Dictionary

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|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| **Manage Staffing and Services -- Perform/Conduct Special Assignments/Projects** | |
| | **Manages hire freeze administration and approvals** |
| | |
| | **Reas/CLG - Reclass** |
| | Research placement options |
| | |
| | **Administer Physician Comparability Allowance** |
| | Approve request and forward to CPOC |
| | Process certification and forward to payroll |
| | Prepare reports |
| | |
| | **Administer Recruitment, Retention, Relocation** |
| | Maintain suspense file for annual review of retention allowance |
| | Approves/disapproves request, forward to CPOC |
| | |
| | **Administer Special Pay Rates** |
| | Compile and review data |
| | Request special pay rates |
| | Serve as liaison for inter-agency or multiagency requests |
| | Performs annual review and report |
| | |
| | **Administer Superior Qualifications Hiring Rate** |
| | Oversight |
| | Approves/disapproves request |
| | |
| | **Administer Miscellaneous Staffing Actions** |
| | Analyzes position |
| | Assists manager in developing selective factors and KSAs |
| | Prepares Crediting Plan or Supplemental Qualification Statement (SQS) and send with RPA |
| | Updates Crediting Plan or SQS |
| | Maintains region-wide library of crediting plans and SQS |
| | Documents for RPA |
| | Manage hire freeze administration & approvals |
| | Administer/check for changes in employee tenure |
| | |
| | **Pay Adjustments (GS, FWS, etc.)** |
| | Request employee roster from FAB to verify grade, step, salary, etc. |
| | Delay processing placement actions/other pay actions based on effective date |
| | Review all generated pay adjustments for correctness |
| | Verify and/or compute any pay adjustment not generated manually |
| | Print/transmit electronically to CPAC for distribution |
| | File in OPF |
| | |
| | **Input of Performance Appraisals into MDCPDS** |
| | Note:  may include review of appraisals first before entering |
| | |
| | **Provide Employee Support Services** |
| | Use this activity to charge time spent to provide support services for employees, e.g., processing of ID cards, preparation of travel orders, etc.). |

| | |
|---|---|
| ***STAFFING (RECRUITMENT AND PLACEMENT) - CONTINUED*** | |
| | |
| | |
| **Develop and Provide Training -- Train HR Community** | |
| | |
| **Develop and Provide Training -- Train External Customers** | |
| | NOTE:  applies to all serviced customers outside of a CPOC/CPAC environment |

# Activity Dictionary

## *HUMAN RESOURCES DEVELOPMENT*
## Document, Maintain, and Report Data

### Maintain Case Files

- Maintain a file that documents competitive process for installation instances of training with cost
- Maintain a file that documents competitive process for regional instances of training with costs
- Create and retain records of delegation of approval authority and associated training
- Maintain file that documents on-site and noncompetitive training with cost.
- Update education level information
- Update/maintain/correct training information within MDCPDS/MDCPDS
- Provide MDCPDS/MDCPDS training reports

## Advise and Assist

- Provide advice and assistance to managers on the full scope of HRD (includes recommending new approaches; supporting change; exchanging information with training coordinators, etc.)
- Consult with managers and employees on all aspects of organizational and individual performance
- Produce and disseminate installation SOPs to managers
- Produce and disseminate implementation instructions for DA policy and MACOM specific HRD guidance to CPACs
- Produce and disseminate local implementation instructions for DA policy, MACOM and CPOC-specific HRD guidance to managers and the work force
- Provide career counseling and training plans for employees
- Research various sources for training programs to provide advice and assistance
- Meet with vendors and provide advice and assistance related to the review of training services
- Review and initiate information on sources of training
- Partner with third parties, e.g., vendors, academia, and institutions
- Launch new approaches to learning (e-learning, VTC, satellite, CBT)
- Interact and exchange training information with Training Coordinators
- Partner with vendors, academia, and institutions
- Help organizations assess skills, values, and goals and identify, plan, and implement career/personal development
- Produce written, visual, or electronic institutional materials
- Influence and support change in organization's behavior and structure

## Assess Annual Training Needs and Develop the Fiscal Year Training Plan

- Transmit automated training needs survey tool and instructions to the CPACs
- Transmit automated training needs survey tool and instructions to managers
- Produce a consolidated installation training needs survey for users'/managers' input
- Obtain Commander's commitment to fund installation training
- In partnership with the CPAC, obtain Commander's commitment to fund region-sponsored training
- Present and market the regional and local portions of the recommended training plan to Commanders
- Prepare a training plan which contains training and development strategies established to accomplish mission and achieve organizational performance goals and objectives
- Utilize automation tools to analyze data contained in reports and identify training needs
- Provide data for internal and external training reports
- Link training needs to strategic plans
- Set overall training objectives
- Identify emerging needs and develop strategic initiatives
- Based on installation training plans prepare a regional training plan which contains training and development strategies established to accomplish mission and achieve organizational performance goals
- Disseminate commander-approved installation FY Training Plan to managers and work force
- Perform/prepare marketing analysis
- Develop installation and regional training requirements and budget projections

## *HUMAN RESOURCES DEVELOPMENT - CONTINUED*

## Execute the Fiscal Year Training Plan

### Announce Training

Using technology (e.g. Bulletin boards, e-mail, internet), announce installation training opportunities to work force

Using technology (e.g. Bulletin boards, e-mail, internet), announce regional training opportunities to work force

### Conduct/Facilitate On-Site Training

Conduct/facilitate installation on-site courses

Conduct/facilitate region-sponsored installation on-site courses

### Administer On-Site Training

Arrange for classroom facilities and supporting equipment/training aids for installation on-site training courses

Arrange for classroom facilities and supporting equipment/training aids for region-sponsored training courses

### Administer Training Request Process

Request and obtain installation training contract from Contracting Office when training is valued over $25,000

Request and obtain regional training contract from Contracting Office when training is valued over $25,000

Enter/ensure entry of completed training data into the Modern Defense Civilian Personnel Data System (MDCPDS)

### Manage Training Funds and Payments

(Note: use Government purchase cards for DD Form 1556 purchases up to and including $25,000, MIPRs, and electronic transfers).

Leverage as many available training and development resources as possible

Obtain Commander's commitment to fund installation training

Reinforce commitment to identify efficient, effective use of resources to produce best utilization of training dollars, personnel, and capabilities

In partnership with the CPAC, obtain Commander's commitment to fund region-sponsored training

Obligate and execute funds to vendors for installation training

Obligate and execute funds to vendors for region-wide training

Dedicate budget for on-site centrally-funded classes

Streamline training process to negotiate best value and manage delivery

## Administer Special Programs

Endorse and route application/nomination packages to proper destination [installation, MACOM, Functional Chief Representative (FCR), DA, DOD, OPM]

Establish local procedures to identify and train employees whose positions mandate specific leadership course completions as listed in the Civilian Leadership Training Common Core

Ensure entry of course completions into MDCPDS (excludes those course completions top loaded by HQDA)

Market Civilian Leadership Training (i.e., Civilian Leadership Common Core curriculum and newly developed leadership initiatives, such as FM 22-100

Market to the military community the requirement for new military supervisors of civilians to take the SDC and LEAD courses

Establish education programs (Associates through Masters)

Administer DA/DOD Schools, DLAMP

Administer Acquisition Workforce Training

Administer Senior Service Schools and Fellows

Establish unique programs tailored to the Command (I.e., Secretary/Administration, Retraining, Your Place on the Army Team, CLDP, Executive Development)

Administer DA/ACTEDS Intern Programs (General)

Administer DA/ACTEDS Intern Program (for CP-10 Interns Only)

***HUMAN RESOURCES DEVELOPMENT - CONTINUED***

## Develop and Provide Training - Train HR Community

- Conduct introduction to human resources development training
- Administer, arrange for, and/or facilitate on-site delivery of HQDA basic, and function-specific civilian personnel courses (e.g., MDCPDS, Basic Staffing, Intern Training, ORACLE Training Administration (OTA), etc.)
- Interface and coordinate efforts between/among HR community to share information and course materials
- Develop modules/handbooks
- Develop/conduct quality sustainment training program

## Develop and Provide Training - Train External Customers

- Provide delegated approval authority training to managers
- Provide general human resources development training to managers and training coordinators
- Interface and coordinate efforts between/among HR community to share information and course materials
- Develop modules/handbooks
- Develop /conduct quality sustainment training program.

## Manage and Maintain Authorized Electronic Web Based Training Request and Course Library

- Using the Oracle Training Administration (OTA) Module, Training Management Module (TRAIN), or other authorized systems, input class schedules for installation courses
- Using OTA, TRAIN, or other authorized systems, input class schedules for regional courses
- Develop, maintain, revise and/or interface electronic installation bulletin boards/web pages for posting training information with agency-wide electronic training libraries
- Develop, maintain, revise and/or interface electronic region-wide bulletin boards/web pages for posting training information with agency-wide electronic training libraries
- Develop/implement interfaces to agency-wide and approved electronic bulletin boards/web pages for posting training information
- Revise and/or provide oversight to vendor maintained automated course libraries

## Evaluate Training Program

- Evaluate effectiveness of individual employee training (e.g., through training outcomes and evaluation design)
- Provide Commander with analysis/evaluation of installation training program (e.g., through cost benefit analyses)
- Identify training outcomes and evaluation design
- Perform cost-benefit analysis
- Evaluate returns on training investment

## Perform/Conduct Special Assignments and Projects

NOTE: applies whenever this activity does not fall under any other activity.

Activity Dictionary

## *MANAGEMENT, EMPLOYEE AND LABOR RELATIONS*

## Administer Leave Program - Advise and Assist

### Leave Usage - Advise and Assistance

- Provide general advice and guidance (all leave programs)
- Provide guidance and assistance to supervisor on disciplinary procedure if restriction letter unsuccessful
- Respond to managers' non-routine questions, starting with PERMISS and conducting further research as necessary
- Provide advice on Voluntary Leave Transfer Program
- Provide advice on advanced sick leave
- Provide advice on advanced annual leave

### Coordinate Absences Without Leave

- Provide individual guidance and advice on request of the manager

### Coordinate Leave Donation Program

- Prepare reports, memoranda, written guidance, etc. for customers

## Administer Leave Program - Process

### Administer Leave Program - Process (General)

### Administer Leave Usage

- Administer advance sick leave program
- Administer advance annual leave program

### Coordinate Leave Donation Program

- Administer Leave Donation (Voluntary Leave Transfer) Program
- Approve requests for donations, notify servicing payroll office
- Conduct after-the-fact reviews for regulatory compliance
- Conduct after-the-fact reviews for regulatory compliance -- spot-checks to determine whether more concentrated review is warranted

## Develop/Administer Labor Management Relations Program - Develop Local Labor Relations Program

- Obtain necessary training to stay current in Labor Relations (LR)
- Develop, advise on, recommend, plan, implement and administer local LR policy
- Interface with all levels of management
- Keep all levels of management informed of current LR policy - verbal responses to questions, written communications, etc.
- Contract interpretation
- Respond to inquiries regarding local Negotiated Agreement
- Respond to questions raised by management
- Interface with local unions (includes I&I)
- Respond to questions raised by union
- Coordinate with MACOMs, HQDA, and DoD/FAS where appropriate
- Serve as primary point of contact with union
- Schedule/conduct LR training or obtain source for training
- Monitor dues withholding eligibility; take appropriate steps to terminate dues withholding where employee is ineligible
- Ensure annual "Weingarten" notice is published and distributed
- Review and process settlement agreements and advise Labor Counselors and EEO Officers if there are any regulatory/statutory violations
- Monitor official time usage
- Review bargaining unit status codes for accuracy
- CPOCMA reviews settlement agreements/contract proposals where they impact CPOC operations
- Advise CPAC/Labor Counselor/EEO of regulatory/statutory violations
- Schedule Commander for Labor, Employee Relations, and EEO for Executive Training

| MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED | |
|---|---|
| **Develop/Administer Labor Management Relations Program -- Contract Negotiations** | |
| | Establish management negotiating team |
| | Gather/review data in preparation for contract negotiations (e.g., previous grievances, old contracts, contracts |
| | from local unions, EEO complaints, supervisory concerns/interests) |
| | Training or arrange for training of management negotiating team. (Joint labor-management training if conducting |
| | interest based bargaining (IBB).) |
| | Develop management issues/proposals with input from all levels of management |
| | Develop management's negotiation strategy |
| | Notify Federal Mediation and Conciliation Service (FMCS) that negotiations are commencing |
| | Provide CPOC with advance proposals for analysis/advice on impact on CPOC operations and copy of existing |
| | provisions in current agreement |
| | Obtain necessary administrative help for negotiations (e.g., room, equipment, supervisory release of union |
| | negotiators, etc.) |
| | Obtain facilitator if using IBB |
| | Prepare correspondence for commander's signature delegating authority to management's chief negotiator |
| | Conduct contract negotiations or assist chief negotiator in contract negotiations |
| | Prepare and maintain record of bargaining sessions |
| | Contact FMCS if parties at impasse (Contact can be joint request.) |
| | Attend and participate in FMCS proceedings |
| | Either or both parties contact Federal Service Impasses Panel (FSIP) if FMCS declares parties at impasse |
| | Participate in FSIP proceedings |
| | Attempt to develop alternate language if union proposal is nonnegotiable |
| | Coordinate with Labor Counselor and MACOM, HQDA or FAS prior to declaring a union proposal nonnegotiable |
| | Provide written allegation of nonnegotiability in response to union's written request |
| | May submit draft agreement to FAS for preliminary review |
| | Prepare contract for signing |
| | May conduct signing ceremony with appropriate publicity |
| | Have Commander execute agreement |
| | Submit executed agreement to FAS for agency head review |
| | Re-negotiate any provision declared nonnegotiable by FAS |
| | Provide copy of agreement to CPOC, HQDA, MACOM, and FAS |
| | Conduct contract administration training |
| | Implement effective agreement |
| | Monitor management/union compliance with agreement |
| | Keep track of articles needing modification based on implementation history, supervisory/union comments or |
| | changes to applicable rule and regulation |

| | |
|---|---|
| ***MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED*** | |
| **Develop/Administer Labor Management Relations Program -- Midterm Bargaining** | |
| | Notify union of proposed midterm change or receive union's midterm proposal |
| | Determine if matter is covered by existing agreement |
| | Determine if matter is subject to full scope or impact and implementation bargaining |
| | Establish management negotiating team if different from contract negotiation team |
| | Gather/review data in preparation for midterm negotiations |
| | Training of, or arrange for training of, management negotiating team (if different from contract negotiation team). |
| | Conduct joint labor-management training if conducting interest based bargaining (IBB) |
| | Develop management proposals with input from all levels of management |
| | Prepare correspondence for commander's signature delegating authority to management's chief negotiator |
| | Develop management's negotiation strategy |
| | With commander's approval, bargain CPOC region-wide language for local implementation |
| | Notify Federal Mediation and Conciliation Service (FMCS) that negotiations are commencing |
| | Provide CPOC with advance proposals for analysis/advice on impact on CPOC operations |
| | Obtain necessary administrative help for negotiations (e.g., room, equipment, supervisory release of union |
| | negotiators, etc.) |
| | Obtain facilitator if using IBB |
| | Negotiate changes |
| | Conduct negotiations or assist chief negotiator in midterm negotiations |
| | Prepare and maintain record of bargaining sessions |
| | Contact FMCS if parties reach impasse (Contact can be joint request.) |
| | Attend and participate in FMCS proceedings |
| | Either or both parties contact Federal Service Impasses Panel (FSIP) if FMCS declares parties at impasse |
| | Participate in FSIP proceedings |
| | Attempt to develop alternate language if union proposal is nonnegotiable |
| | Coordinate with Labor Counselor and MACOM, HQDA, or FAS prior to declaring a union proposal nonnegotiable |
| | Provide written allegation of nonnegotiability in response to union's written request |
| | Prepare agreement for signing |
| | May conduct signing ceremony with appropriate publicity |
| | Submit agreement to FAS for agency head review |
| | Re-negotiate any provision declared nonnegotiable by FAS |
| | Provide copy of agreement to CPOC, HQDA, and FAS |
| | Implement midterm agreement |
| | Assure union and management adherence to terms of agreement |
| **Develop/Administer Labor Management Relations Program -- Cooperative Relations** | |
| | Determine/encourage command/union interest in labor-management partnership/cooperation committee |
| | Obtain necessary training |
| | Facilitate communication between command and union |
| | Assist in establishment of charter |
| | Maintain minutes of partnership meetings |
| | Function as expert, honest broker; ensure issues raised are in compliance with law |
| | Publicize partnership accomplishments |

| | |
|---|---|
| ***MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED*** | |
| **Develop/Administer Labor Management Relations Program -- Third Party Processes (ULPs)** | |
| | Investigate ULP charge |
| | Continually seek settlement of ULP, where appropriate |
| | Respond to union-initiated informal ULP, coordinate with SJA |
| | Initiate/respond to ULP charge, coordinate with SJA |
| | Provide requested assistance to SJA or other appropriate party |
| | Attend and assist SJA at ALJ hearing |
| | Serve as witness in ULP hearing |
| | Assist SJA in appealing ALJ decision to the Authority |
| | Ensure implementation of ULP decision (e.g., advise management to process personnel action using RPA, remove |
| | personnel records, etc. |
| **Develop/Administer Labor Management Relations Program -- Union Elections and Representation Petitions** | |
| | Conduct research concerning representation issues to be raised |
| | Prepare for representation election |
| | Submit or respond to appropriate representation petitions to and from FLRA (assist SJA) |
| | Attend/participate in all representation hearings conducted by General Counsel (GC), FLRA |
| | Gather, review and provide list of eligible bargaining unit members/voters to GC |
| | Publicize election (Get out the Vote campaign) |
| | Schedule management observers for the election |
| | Raise or respond to election challenge/objection |
| | Obtain bargaining unit status (BUS) code through HQDA/FAS for new or changed unit |
| | Ensure new BUS codes are entered into MDCPDS for bargaining unit members |
| | Notify CPOC/MACOM/HQDA/FAS of changes to bargaining unit recognition |
| | Continually monitor bargaining unit documentation |
| | Clarification of unit cases to third parties |
| **Administer Performance Management - Advise, Assist, and Develop Performance Appraisal Process and Linkages** | |
| | Advise management and employees on performance appraisal requirements and procedures. |
| | Review appraisals for procedural compliance. (**Note -** Conduct spot checks as a minimum.) |
| | Results dictate whether to increase or decrease rate of review; eliminate review as results indicate. |
| | (Note: conduct or obtain training as review results indicate.) |
| | Make commander aware of overdue appraisals |

| MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED | |
|---|---|
| **Administer Performance Management - Advise and Assist in Performance Based Actions and Denial of Within Grade Increases** | |
| | Review objectives for regulatory conformance |
| | Assist management in the preparation of the PIP letter |
| | Review for compliance with collective bargaining agreement |
| | Coordinate with SJA |
| | Assist management in the preparation of the notice of proposed action if PIP is unsuccessful |
| | Coordinate notice with SJA |
| | Attend reply meeting |
| | Assist management/deciding official in the preparing the draft decision letter |
| | Coordinate decision with SJA |
| | Advise deciding official |
| | Process RPA |
| | Distribute NPA |
| | Participate in 3rd party proceedings |
| | Prepare and coordinate with CPOC, SJA, and management on denial of WGIs |
| **Administer Performance Management - Process Appraisals** | |
| | Input rating in MDCPDS, file appraisal |
| **Advise, Assist and Coordinate Disciplinary/Adverse Actions** | |
| | Advise management on traditional and alternative discipline methods |
| | Research case law to support recommendations/actions |
| | Assist supervisor in preparing disciplinary/adverse action letters including letters of reprimand, probationary |
| | separation, or proposed and final decision memoranda related to suspensions/CLG, removals |
| | Review disciplinary letters for compliance with law, regulations, and union agreements |
| | Coordinate disciplinary/adverse actions (suspensions, CLG, and removals) with SJA |
| | Advise deciding official |
| | Attend oral reply meeting. |
| | Gather supporting evidence for employee, representative, etc. |
| | Assist management/deciding official in the preparation of a draft decision letter following decision by manager |
| | Attend decision letter presentation; explains employee's rights to employee and representative, if appropriate |
| | Coordinate proposal and decision letters with SJA |
| | Establish and maintain disciplinary file |
| | Process RPAs |
| | Distribute NPA |
| | File NPA (in case file with proposal/decision letters) |
| | Testify at 3rd party hearings pertaining to adverse actions taken; MSPB/Arbitration |
| | Serve as technical advisor to management representative at arbitration/appeal hearings and settlement conferences |
| | Coordinate overturned actions to make employee whole |
| | Send request for back pay, reinstatement, corrected RPAs to CPOC |
| | Assure adverse action/reinstatement/suspension paperwork corrected |
| | Compile reports/statistical data for local and Higher HQs |
| **Administer Civilian Awards and Recognition Program - Advise and Assist** | |
| | Provide guidance and assistance - local issues |
| | Conduct Incentive Award Committee meetings |

| |
|---|
| ***MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED*** |
| |
| **Administer Civilian Awards and Recognition Program - Process Awards** |
| **Administer Civilian Awards and Recognition Program -- Process Awards (General)** |
| |
| **Provide advice and assistance to managers/supervisors on the overall awards program.** |
| Prepares Length of Service Certificates / Retirement Certificates for all employees. |
| |
| **Process Monetary/Time Off Award at Installation** |
| Review monetary/time off awards for regulatory compliance |
| Return incorrect nomination packages to managers |
| Transmit award packages to CPOC |
| Process award and enter into MDCPDS |
| Distribute and file NPA |
| Distribute award form |
| Review award data |
| |
| **Process Honorary Awards within Approval Authority** |
| Forward awards to MACOM for processing if DA authority/approval required |
| Enter approved award in MDCPDS, file approved award |
| |
| **Process Length of Service Certificates** |
| Prepares Length of Service Certificates |
| |
| **Advise, Assist and Coordinate Grievances (Negotiated and Administrative)** |
| **Advise, Assist, and Coordinate Grievances (General)** |
| |
| **Process Grievances** |
| Prepare documentation for final/formal review of DoD/AGS step |
| Attend informal grievance meetings if requested- by management |
| Grievances concerning CPOC handled at CPAC |
| Transmit decisions that impact CPOC |
| Implement decisions that deal with CPOC actions |
| Coordinate with CPOC on grievances that relate to CPOC actions |
| |
| **Process Formal Grievances Under DoD/AGS** |
| Forward grievance to deciding official |
| Advise deciding official regarding procedures, including investigation options |
| Attend meetings, if appropriate |
| Assist management/deciding official in preparing draft decision |
| Establish and maintain grievance files |
| Coordinate use of Office of Complaint Investigations fact finder, if used |
| Coordinate/implement procedures outlined in local AGS |

| | |
|---|---|
| ***MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED*** | |
| | |
| **Advise, Assist and Coordinate Grievances (Negotiated and Administrative) -- Continued** | |
| | **Process Grievance Filed Under Negotiated Procedure** |
| | Receive grievance filed against management or coordinate with receiving management official |
| | File grievance against union |
| | Assist management in preparing responses to grievance |
| | Coordinate with CPOC if grievance involves CPOC action/responsibility |
| | Request/gather information from CPOC where appropriate |
| | Request arbitration, if management filed grievance |
| | Research potential arbitrators (research arbitrators identified in list of potential arbitrators from FMCS |
| | Select arbitrator |
| | Assist SJA in preparation of arbitration. (Note: at some installations, an LRS may take the lead.) |
| | Attend arbitration and serve as technical advisor |
| | Forward request for HQDA/FAS to file exception to arbitration award |
| | Notify HQDA/FAS of union filed exception to arbitrator's award |
| | Inform management of award and decision |
| | Implement arbitrator (or FLRA) award, (e.g., advise management to process personnel actions using RPAs, |
| | distribute NPAs, remove files.) |
| | Assure arbitrator is paid |
| | Establish/maintain grievance files |
| | Compile reports for local and higher HQs |
| | |
| | **Implement Formal Grievance Decision, Arbitration Award or FLRA decision** |
| | Coordinate overturned actions to make employee whole |
| | Advise management to process necessary RPAs |
| | Distribute NPA |
| | |
| | **Process Performance Management System Grievance Decisions** |
| | Provide notice and documentation to CPOC |
| | Change MDCPDS database, delete changed appraisal, input new appraisal |
| | Remove old appraisal and insert new appraisal in performance file if called for by settlement/decision |
| | Establish and maintain grievance files |

| | |
|---|---|
| ***MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED*** | |
| | |
| **Advise, Assist, and Coordinate MSPB Appeals** | |
| | **MSPB Appeal Submission - Process Appeal** |
| | Respond to MSPB order (should be JAG function, see impact statement) - requests for discovery should be |
| | coordinated with SJA by CPAC |
| | Forward discovery request to CPOC for information retained there |
| | Retrieve information and forward to CPAC/SJA |
| | |
| | **MSPB Appeal Submission - Assist SJA** |
| | Prepare appeal submission (SJA function with assistance of CPAC/CPOC) |
| | Assist SJA in preparation of all submissions and in preparation of witnesses |
| | Participate in pre-hearing conference (Note - Arrangements made by SJA) |
| | Serve as SME or witness |
| | Attend hearing |
| | |
| | **MSPB Appeal Submission - Implement Interim Relief** |
| | Provide documentation to CPOC |
| | Generate NPA, if required |
| | Petition MSPB (SJA function to file petition for review) |
| | |
| | **MSPB Appeal Submission -- Implement Decision** |
| | Process RPA |
| | Distribute NPA |
| | Coordinate all necessary actions with SJA involving settlement of cases before the MSPB |
| | Update OPF, pull canceled NPAs |
| | Establish and maintain appeal file |
| | Respond to petition for attorney's fees |
| | Respond to request for information to appellant/grievant or representative (CPAC responds to requests for |
| | information to grievant, SJA responds to appellant |
| | Provide information to SJA necessary to respond to appellant |
| | |
| **Problem Solving Resolution and Alternative Dispute Resolution (ADR)** | |
| | Note: this key activity applies to both the labor and management-employee relations functions. |
| | Develop, administer ADR procedures |
| | Serves as ombudsman |
| | Receives inquiries from managers or employees |
| | Troubleshoots, researches regulations, or data |
| | Audits paper trails |
| | Conducts fact-finding interviews |
| | Develops case files and documentation trails |
| | Analyzes problems, develops solutions |
| | Implements solutions and coordinates resolution through diverse methods, e.g., correcting misinterpretation or |
| | misunderstanding of regulations |
| | Corrects or explains missing or erroneous actions |
| | Develops solutions or compromises |

***MANAGEMENT, EMPLOYEE AND LABOR RELATIONS - CONTINUED***

## Develop and Provide Training - Train HR Community

- Develop training/present training (local issues)
- Develop training/present training (region-wide issues)

## Develop and Provide Training - Train External Customers

NOTE: applies to all serviced customers outside of a CPOC/CPAC environment

- Develop training/present training (local issues)
- Develop training/present training (region-wide issues)

## Process Special Actions

- Process fitness for duty cases
- Develop boilerplate debt complaint letter for management use
- Process back pay requests
- Process suitability evaluation
- Conduct compliance review, if necessary
- Assist management in preparing response (local issue)
- Assist management in preparing response (region-wide issue)
- Respond to unemployment claim, result of CPAC action
- Respond to unemployment claim, result of CPOC action
- Respond to EEO/AA complaint, result of CPAC action (e.g., suspension, removal)
- Respond to EEO/AA complaint, result of CPOC action (e.g., RIF, non-selection)
- Develop Employee Assistance Program
- Coordinate with managers when security access, suspension, or clearance is revoked for on/off duty misconduct
- Participate in programs for prevention of violence in the workplace
- Provide advice and assistance to management on a variety of issues relating to pay entitlements to include differential, premium pay, overtime, holiday, and travel.

## Counsel Employees and Supervisors

- Provide information to employees and managers regarding entitlements, rights, and responsibilities related to regulatory, appeal, and grievance rights
- Provide advice to management

## Develop Management-Employee and Labor Relations Plan, Policy, and Guidance

- Facilitate Employee-Management Communications/Relations
- Provide staff assistance
- Prepare personnel publications and written guidance

# ACTIVITY DICTIONARY

| | | |
|---|---|---|
| **Indirect Cost Labor Functions** | | |
| | | |
| ***General Management*** | | |
| **Entering Times Against Activities** | | |
| **General Administration (Non-Specific)** | | |
| | Employee breaks | |
| | Administrative time: provide input to appraisals, prepare one's own training requests, etc. | |
| | Activities supporting higher management, office moves, serving on party committees, etc. | |
| **Prepare Special Administrative Reports** | | |
| | | |
| ***Supervisory Responsibilities*** | | |
| **Supervision (Non Specific)** | | |
| **Workload Planning** | | |
| **Performance Appraisal and Awards Administration** | | |
| **Preparation for Staff Meetings** | | |
| **Attendance at Director's Meetings** | | |
| **Planning for/Attendance at Community Meetings** | | |
| **Hire/Select Employees** | | |
| | | |
| ***Travel PCS TDY*** | | |
| *NOTE: for activities not related to a personnel action, activity, or product* | | |
| **PCS - Employees (actual travel time only)** | | |
| **Travel/TDY - Employees (actual travel time only)** | | |
| | | |
| ***Employee Meetings*** | | |
| *NOTE: for activities not related to a personnel action, activity, or product* | | |
| **Employee Attendance at Community Meetings, Boards, Panels** | | |
| **Employee Participation at Production Meetings** | | |
| **Employee Attendance at Work-Related Meetings, Panels, etc.** | | |
| | | |
| ***Approved Time to Participate in Third-Party Actions*** | | |
| **Legal Support (Non-Process Specific)** | | |
| **EEO Issues** | | |
| **Union Issues** | | |
| **Non-Union MER Issues** | | |
| | | |
| ***Participation in Employee Development*** | | |
| **Training (General)** | | |
| **Attend Personnel Administration Classroom Training** | | |
| **Attend Non-Personnel Administration Classroom Training** | | |
| **Attend Supervisory Training** | | |
| **Attend Computer-Based Training** | | |
| | | |
| ***Participation in Community Events*** | | |
| **Attend Local Events** | | |
| **Attend Command-Sponsored Events** | | |
| | | |
| ***Miscellaneous Costs*** | | |
| **Customer Service (non CHR related)** | | |
| **Office Equipment Use** | | |
| | | |

# ACTIVITY DICTIONARY

| | | | | | | |
|---|---|---|---|---|---|---|
| ***Sustaining Functions*** | | | | | | |
| | | | | | | |
| ***Secretarial and/or Clerical Support Work*** | | | | | | |
| **General Office Clerical Support Work** | | | | | | |
| | | | | | | |
| ***Management Support Activities (General)*** | | | | | | |
| **Manpower Analysis** | | | | | | |
| **Space Management** | | | | | | |
| **Support Agreements** | | | | | | |
| **Travel/PCS Orders** | | | | | | |
| | | | | | | |
| ***Budget Administration (formulate, plan, and execute budgets)*** | | | | | | |
| | | | | | | |
| ***Operate the Official Personnel Folder Room*** | | | | | | |
| **Request, maintain, mail, etc. OPFs, EPFs, Medical files, etc.** | | | | | | |
| **Handle inquiries (oral and written) and verify employment** | | | | | | |
| **Manage mail and distribution** | | | | | | |
| | | | | | | |
| ***Conduct Information Services Operations*** | | | | | | |
| **Technical Support (help desk)** | | | | | | |
| **Technical Support (FASCLASS, MDCPDS, etc.)** | | | | | | |
| | | | | | | |

# DEFINITIONS

## A

**ABC Administration.** A link on the system's homepage that displays administration and maintenance pages. End users have limited access to this function.

**ABC Online Help.** Provides users with a pull down menu of hyperlinks tied to the Table of Contents and the activity dictionary (both of which are accessible through the User's Manual tab). This function allows end users to immediately find definitions or procedures for terms or system functions when more information is needed.

**Absence Without Leave (AWOL).** Absence without prior approval, a nonpay status resulting from an Agency determination that it will not grant any type of leave (not even leave without pay) for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied.

**Activity or Key Activity.** An action completed by an employee to be logged in and tracked . More specifically, an activity is a unit of work performed by an employee that results in a product or service. Activities can be categorized as direct, indirect, and sustaining. Direct activities can be attributed to providing customer personnel services or assistance. Indirect activities support the performance of direct activities but do not directly impact the customer (e.g., Supervisory Responsibilities). Sustaining activities support the employees' organizations.

**Activity Dictionary.** A list of subactivities and tasks that define key activities to which costs (time) will be assigned.

**Administrative Leave**. See Leave, Administrative.

**Annual Leave.** See Leave, Annual.

**Arrows.** In the calendar, the left and right arrows are used to navigate to a previous or future date. In the Charge Activity/Leave data entry windows, the left arrow is located to the left of the date. Click on it to navigate to the previous day. The right arrow is located to the right of the date. Click on it to navigate to the next day. A yellow arrow indicates the section of the application currently open. In the left frame of the screen, the calendar also features arrows. In this frame, the left arrow can be used to navigate to the previous month. The right arrow can be used to navigate to the next month.

**Asterisk.** An * to the right of the entry's title is used to indicate that the entry contains the same UIC and/orRPA number as another entry. However the two entries have a different Type of Time charged for the activity.

**Automation Support**. Work that involves developing, delivering, managing, and maintaining human resources information systems when the paramount knowledge requirement is human resources management, rather than information technology.

<u>**B**</u>

**Benefits and Entitlements.** Work that involves providing guidance and consultation to agencies, employees, former employees, annuitants, survivors, and eligible family members regarding retirement, insurance, health benefits, and injury compensation.

C

**Calendar/Date:** In the main portion of the Daily View screen, a calendar icon exists for users to enter dates. Clicking on it will open a small window that will allow the user to navigate to the date they need. In the left frame of the screen (beneath the larger calendar), clicking on the calendar icon will return the user to the current month (if they have navigated to other months). Additionally, there is another calendar icon the user will see when the user uses the Enable Span function when entering leave for more than one day.

**Callback.** When an employee is required to return to his/her place of employment for unscheduled work or to work unscheduled time on a nonscheduled workday.

**Charge.** Entering activities and leave time to be reimbursed**.** Entering activities and leave into the Activity Based Costing system may also be referred to as "charging"time against activities or leave.

**Classification.** Evaluation of duties and responsibilities of a position and assigning a title, occupation series, and grade.

**Color Bars.** The blue bar to the left of an activity indicates it is a Data Cost Activity. The green bar indicates an Indirect Cost Activity. The yellow bar indicates a Sustaining Cost Activity. A red bar indicates Leave. These are all set by the system according to the function selected.

**CPACs and CPOCs**. Army CPACs are downsized remnants of community Civilian Personnel Offices and CPOCs are regionalized Army CHR offices.

**Compensatory Time**. Time off with pay in lieu of overtime pay for irregular or occasional overtime work (defined as work that is not part of an employee's regularly scheduled administrative workweek); or When permitted under an agency's flexible work schedule program, time off with pay in lieu of overtime pay for regularly scheduled or irregular or occasional overtime work.

**Court Leave**. See Leave, Court.

**Credit Hours**. Credit hours are hours that an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule.

**Customers' Name**. The descriptive cleartext name associated with a customer's UIC. This field refers to an organization, not a person.

D

**Daily Total.** The total number of hours entered for a particular date.

**Daily View.** A summary of a single day's entries, including all activities and leave charged.

**Date**. Day/month/quarter/calendar year/fiscal year in which the employee is recording the time spent on the performance of activities.

**Date Sent.** This term primarily refers to a column seen in the "Select RPA" popup window. Date sent refers to the date that the RPA was sent from the last user's inbox to the current user's inbox.

**Delete.** The delete button is located below the activity and leave entries and is used to permanently remove an entry.

**Duration.** The amount of time taken to complete an activity or the amount of time taken for leave.

E

**Employee Development and Training.** Work that involves planning, administering, or evaluating programs designed to develop employees and manage learning in the organization

**Employee Name**. This field is the name of the CPAC/CPOC employee entering data into the Activity Based Costing System. The employee's Social Security Number will drive this field.

**Enable Span.** An option that allows end users to add the same amount of leave for several consecutive days (excluding Saturdays and Sundays).

**Excused Absence.** See definition for administrative leave.

F

**Family Friendly Leave (also known as the Family and Medical Leave Act.** The FMLA is intended to promote the interests of the workplace and the family by providing unpaid leave with job protection to employees in certain specified instances so that they may address their own health needs or the needs of children or seriously ill or injured family members who require emotional, medical, and other types of support. FMLA leave differs from LWOP in that an employee who establishes eligibility may not be denied FMLA leave. It is a positive entitlement.

**Friendly Name.** As it applies to the Customer UIC Friendly List, this term applies to an easily recognizable name for a UIC that is added to a list of favorites for UICs.

**Function.** A broad category used to organize more specific activities. Related activities rolled up into broad groupings. There are eight functions associated with the Activity Based Costing System: 1) Benefits and Entitlements, 2) Staffing, 3) Human Resources Development, 4) Sustaining Functions, 5) Mobilization, 6) Classification, 7) Management, Employee and Labor Relations, and 8) Indirect Cost activities.

**Furlough**. A nondisciplinary action placing an employee in a temporary nonduty and nonpay status because of lack or work or funds or for other nondisciplinary reasons.

G

**Grade**. A level of work or range of difficulty, responsibility, and qualification requirements. The authorized grade level of the position (as indicated on the RPA). **Note:** this term may also apply to the CPOC/CPAC employee inputting his or her time into the Activity Based Costing System as well as to the RPA's or actions these employees are working on.

H

**Health benefits** – The health service and insurance programs established for Federal employees under 5 U.S.C. 7901 and 8901-8914.

**Help button.** A button that displays the help page for the current screen

**Holidays** The Activity Based Costing data entry system shows federal holidays as blue numbers on a yellow background. Regular workdays show up as blue number on a white background.

**Holiday Leave.** Leave granted to civilian employees on days designated as legal public holidays.

**Home Leave.** Leave earned by employees recruited for overseas duty from the United States.

**Hours**. The number of hours (either in whole integers or fractions) that employees spend performing job-related activities.

**Human Resources Development**. (See definition for Employee Development and Training).

K

**Key Activity.** A specific activity an employee performs during the workday.

**Key Activity Help.** : An icon located next to the Key Activity field in both the Charge New Activity/Leave and Charge Existing RPA pop up windows. Clicking on the Key Activity Help button will display a Reference List of all activities.

# L

**Labor Relations.** Work that involves establishing and maintaining effective relationships – including the use of non-traditional collaborative approaches – with labor organizations that represent Federal employees, negotiating and administering labor agreements, and providing guidance and consultation to management on a variety of labor relations matters

**Leave**. An absence from duty, leave of absence, or temporary nonpay status and nonduty status. In other words, time off taken.

**Leave, Administrative (Excused Absence).** Absence from duty during the basic workweek without charge to leave.

**Leave, Annual**. Leave of absence with pay allowed for personal, emergency, and other purposes.

**Leave, Court.** A leave of absence from duty without loss of pay or charge to annual to perform jury duty in a Federal, state, or municipal court or to serve as a witness in a judicial proceeding to which the United States, the District of Columbia, or state or local government, is a party.

**Leave, Military.** Paid leave provided to Reservists and members of the National Guard under 5 U.S.C. 6323 who serve on active duty.

**Leave, Shore.** A period of approved absence with pay authorized by 5 U.S.C. 6305(c) for employees who regularly are required to serve aboard an oceangoing vessel on an extended voyage.

**Leave, Sick.** Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his or her immediate family who is afflicted with a contagious disease.

**Leave With Pay.** An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application, or after application for optional retirement due to disability.

**Leave Without Pay (LWOP).** A temporary nonpay status and noonday status (or absence from a prescheduled tour of duty) granted at the employee's request.

**Legal Authority.** A law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken.

**Life Insurance.** The group life, death, and accidental dismemberment insurance available to federal employees.

**Location.** A single CHR office (either a CPOC or CPAC) or a grouping of CHR offices (either by region, MACOM, etc.). This field comes about through the CPOC and CPAC employees inputting data into the system. Location does not apply to customer's location. This system will not be tracing the customer's location.

# M

**Management and Employee Relations**. Work that involves providing advice and assistance to employees and managers, program administration, research, and case management in matters related to conduct, performance, attendance, and dispute resolution.

**Military Leave**. See Leave, Military.

**Mobilization.** Readiness provisions for operating the Federal Personnel System in time of national emergency.

**Modern Defense Civilian Personnel Data System.** A human resources information system that supports civilian personnel operations in the Department of Defense.

N

**Nature of Action.** The nature of action is a phrase that explains the action that is occurring (such as an "appointment" or "promotion.") when a personnel action is documented by a Standard form 50, Notification of Personnel Action.

**Notification of Personnel Action.** Standard Form 50, completed by a personnel or administrative office to which appointing authority has been delegated. This form is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

O

**Occupational Group Name**. A major subdivision of the General Schedule, embracing a group of associated or related occupations such as Budget Group, Engineering and Architecture Group, etc.

**Occupational Group**. The four-digit numerical code used to define occupational groups, e.g., "0500" and "0800."

**Occupational Series**. A subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by title and number such as the Accounting Series, GS-510.

**Official Personnel Folder Maintenance.** Maintenance of Official Personnel Folders, Standard Form 66. The OPF is a file containing records and documents related to civilian employment under Title 5, U.S. Code.

> ***On Line Evaluation.*** *A function that displays question/answer format for users to evaluate the ABC system link that allows end users to provide comments, suggestions, and recommendations to HQDA*

**Overtime pay.** Under title 5 United States Code is pay for hours of work officially ordered or approved in excess of 8 hours in a day or 40 hours in an administrative work week. FLSA exempt employees as defined in 5 U.S.C. 5541(2) who work full-time, part-time or intermittent tours of duty are eligible for Title 5 overtime pay.

P

**Password**. A sequence of characters that one must input to gain access to a file, application, or computer system.

**Pay Plan.** The pay system or pay schedule under which the employee's rate of basic pay is determined, e.g., general Schedule (GS), Executive Schedule (ES), and Leader under the Federal Wage System (WL).

**Position Description**. A statement of duties and responsibilities comprising the work assigned to a civilian employee.

**Position Management and Classification.** Work that involves position evaluation, establishing and maintaining a position classification program to determine appropriate pay system, occupational grouping, title and grade of positions, and advising on position and organization design.

**Privacy Act.** Information related to the Privacy Act of 1974, DoD Directive 540..7 (a) and (b) and AR 340-21 that apply to information systems in the Department of the Army systems of records on living US citizens and permanent aliens.

R

**Recruitment and Placement**. Work that involves recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; and advising management in identifying, attracting, and retaining a high-quality and diverse workforce that is capable of accomplishing the organization's mission.

**Refresh.** A means to allow data from a website or a window to be updated on a screen. The refresh button is located on the top left of the main part of the screen (beneath the user's name). When a user makes changes, the refresh button can be used to view the changes immediately. Users should use this button instead of the one on their browser.

**Region.** A specific geographical area that includes one CPOC and the CPACs that are serviced by it. Within the Department of the Army, there are ten CHR regions: National Capital Region, Northeast, North Central, South Central, Southeast, Southwest, Western, Europe, Korea, and Pacific.

**Regional Total.** The sum of hours or costs for all CPACs and the CPOC within a specific region.

**Request for Personnel Action (RPA).** A document that customers use to request a particular product or service. Each RPA has a unique alphanumeric designator that can be associated with a specific request.

**Regular Time**. Official time a employee is scheduled to work each day. Time in addition to this time is classified as compensatory, credit hours, overtime, or uncompensated time.

**Retirement.** Separation from the service when employee is eligible to obtain an immediate annuity.

S

**Series**. A subgroup of an occupational group that includes all jobs at various skill levels in a particular kind of work. This term applies to both the descriptive name of the series and/or to the four-digit numerical assigned to the series. Most of the time we will be using this term to apply to the action or RPA that a CPOC or CPAC employee is working on. However, there may be some instances when "series" is used to refer to the CPOC or CPAC employee.

**Shore Leave.** See Leave, Shore.

**Sick Leave.** See Leave, Sick.

**Social Security Number**. The social security number (or employee identification number) of the CPAC or CPOC employee entering data into the Activity Based Costing System. We will not be pulling this field for actions or RPAs the CPOC/CPAC employees will be working on.

**Sort**. The ability to have the system arrange report fields in ascending, descending, or alphabetical order.

**Staffing.** See definition for Recruitment and Placement**.**

**Suspension.** An action which places an employee for disciplinary reasons in a non-duty/non-pay temporary status. A suspension, regardless of duration, is an adverse action and considered a severe disciplinary action.

T

**Tasks**. A level of work below the activity level. Activities are composed of tasks.

**Time Off Award**. Time off granted during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission.

**Time Sheet.** The official record of the user's time organized according to day and type of time charged for a single pay period.

**Time Sheet Screen.** A screen from the application that captures data entered for key activities and leave for each workday during a given time period onto a single page.

**Tour of Duty**. The hours of a day (daily tour of duty) and the days of an administrative work week (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

**Type of Activity**. Allows report users to select the type of activity (direct, indirect, sustaining, or all activities) for display and report purposes.

**Type of Cost.** Allows report users to choose between viewing direct labor costs or burdened costs.

**Type of Time.** Leave and activities are charged according to Time categories**.** If you are selecting an **activity** to put time against you have the option of choosing five types of time: compensatory, credit hours, overtime, regular, and uncompensated. If you are selecting **leave,** you have the option of choosing among different categories of leave: Absent without leave, administrative leave, annual leave, court leave, family friendly leave, holiday leave, home leave, military leave, shore leave, sick leave, callback, compensatory time, credit hours, excused absence, furlough, leave without pay, suspension, time off award, and workman's compensation.

## U

**Unit Identification Code**. Alphanumeric codes that uniquely identify customers/ organizations. Every activity performed should have a corresponding UIC. The UIC will not pertain to the organizations of the CPOC/CPAC employees inputting the data into the Activity Based Costing System. The UICs will be used to collect data on the customers the CPOC/CPAC employees are processing personnel actions for.

**Uniform Resource Locator (URL)** An Internet address (for example, http://www.hmco.com/trade/), usually consisting of the access protocol (http), the domain name (www.hmco.com), and optionally the path to a file or resource residing on that server (trade). For the activity based costing system the URL will be **http://cpoldev2.belvoir.army.mil/cost**.

**User, Userid, or User Name.** The user or user name identifies the name of the person currently logged into the system.

**User's Manual**. A link that allows end users to access an online Standard Operating Procedure and Activity Dictionary.

V

**View Profile.** A summary of the user's personnel information (as stored in the LDAP directory) and the location for adding, deleting, and editing UICs.

# W

**Weekly View.** This screen that provides a consolidated picture of all entries entered into the ABC System for the week. In other words, a screen that provides a summary of the selected week's activity and leave entries.

**Work Schedule**. The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

**Workman's Compensation.** Benefits paid to an employee who suffers a work-related injury or illness.

# ACRONYMS

## A

AA -- Affirmative Action
AAP -- Affirmative Action Plan
ABC – Activity Based Costing
ABC - C -- Army Benefits Center - Civilian
ABC System –Activity Based Costing System
ACPERS -- Army Civilian Personnel System
ADD -- Accidental Death or Dismemberment
ADR -- Alternative Dispute Resolution
AF -- Appropriated Fund
AGS -- Agency Grievance System
ALJ -- Administrative Law Judge
AMC – Army Materiel Command
ASARS -- Automated Stopper and Referral System
ASF -- Applicant Supply File

## B

BRAC -- Base Realignment and Closure
BUS -- Bargaining Unit Status

## C

CBT -- Computer Based Training
CHR – Civilian Human Resources
CLC -- Competitive Level Code
CLDP -- Civilian Leader Development Program
CLG -- Change to Lower Grade
COP - Continuation of Pay
COREDOC -- Core document
CP -- Civilian Personnel
CPAC -- Civilian Personnel Advisory Center
CPO -- Civilian Personnel Office
CPOC – Civilian Personnel Operations Center
CPOCMA – Civilian Personnel Operations Management Agency
CSR -- Customer Service Representative
CSRS -- Civil Service Retirement System

## D

DA -- Department of the Army
DCA -- Delegated Classification Authority
DCPDS – Defense Civilian Personnel Data System
DCPS -- Defense Civilian Payroll System
DESIRE -- Direct English Statement Information Retrieval System
DEU -- Delegated Examining Unit
DFAS -- Defense Finance and Accounting System
DIN -- Data Identification Number
DLAMP -- Defense Leadership and Management Program
DOD -- Department of Defense
DOL -- Department of Labor
DORS -- Defense Outplacement Referral System
DRM -- Director of Resource Management/Directorate of Resource Management

## E

EE - Emergency Essential
EEO -- Equal Employment Opportunity
EEOO -- Equal Employment Opportunity Office
EOD -- Entry on Duty
EOR – Element of Resource
EPF -- Employee Performance Folder

## F

FAB -- Functional Automation Branch
FAS -- Field Advisory Services
FASCLASS -- Fully Automated System for Classification
FCR -- Functional Chief Representative
FEGLI – Federal Employee's Group Life Insurance
FEHB -- Federal Employee's Health Benefits
FEHBP – Federal Employee's Health Benefits Program
FEORP -- Federal Equal Opportunity Recruitment Program
FLRA -- Federal Labor Relations Authority
FLSA -- Fair Labor Standards Act
FMCS -- Federal Mediation and Conciliation Service
FSIP -- Federal Service Impasses Panel
FWS -- Federal Wage System
FY -- Fiscal Year

## G

GC -- General Counsel
GS-- General Schedule

## H

HQs -- Headquarters
HRD -- Human Resources Development

## I

I&I -- Impact and Implementation
IA -- Identical Additional
IAW -- In accordance with
IBB -- Interest Based Bargaining
IC -- Injury Compensation
ICPA -- Injury Compensation Program Administrator
ICTAP -- Interagency Career Transition Assistance Program
ID - Identification
IT – Information Technology

## J

JAG -- Judge Advocate General
JGS -- Job Grading Standard

## K

KSAs -- Knowledge, Skills, and Abilities

## L

LAC – Legal Authority Code
LDAP –Lightweight Directory Access Protocol
LEAD -- Leadership Education and Development
LMER -- Labor Management - Employee Relations
LQA -- Living Quarters Allowance
LR -- Labor Relations
LRS -- Labor Relations Service
LWOP -- Leave Without Pay

## M

M&RA – Manpower and Reserve Affairs
MACOM – major command
MDW – Military District of Washington
MEO -- Most Efficient Organization
MER -- Management-Employee Relations
MEDCOM – Medical Command

## M (continued)

MIPR -- Military Interdepartmental Purchase Request
MOB -- mobilization
MP - Merit Promotion

MRA -- Minimum Retirement Age
MSPB – Merit Systems Protection Board
MTMC – Military Traffic Management Command

## N

NACI -- National Agency Check with Inquiries
NAF -- Nonappropriated Fund
NFC -- National Finance Center
NLT -- No later than
NOA – Nature of Action
NPA -- Notification of Personnel Action
NPRC -- National Personnel Records Center
NTE -- Not to exceed

## O

OF -- Optional Form
OFEGLI -- Office of Federal Employee's Group Life Insurance
OPF -- Official Personnel Folder
OPM – Office of Personnel Management
OTA -- Oracle Training Administration
OWCP -- Office of Worker's Compensation Program

## P

P&ESW – Personnel and Employment Service - Washington
PAO -- Public Affairs Office/Public Affairs Officer
PCS – Permanent Change in Station
PD -- Position Description
PDL -- Position Description Library
PERMISS -- Personnel Management and Information Support System
PIP -- Performance Improvement Plan
PM -- Position Management
PM&C -- Position Management and Classification
PPP --Priority Placement Program

## R

R&P -- Recruitment and Placement
RPA – Request for Personnel Action
RPL -- Reemployment Priority List

## S

SCD -- Service Computation Date
SCHRC -- State Criminal History Repository Check
SDC -- Supervisory Development Course
SF - Standard Form
SJA -- Staff Judge Advocate
SME -- Subject Matter Expert

SOP -- Standard Operating Procedure
SPD -- Standard Position Description
SQS -- Supplemental Qualifications Statement

## T

TDA - Table of Distribution and Allowances
TCC -- Temporary Continuation of Coverage
TDY -- Temporary Duty
TOF --Transfer of Function
TQSA -- Temporary Quarters Subsistence Allowance
TQSE -- Temporary Quarters Subsistence Entitlement
TRADOC – Training and Doctrine Command
TSP -- Thrift Savings Plan

## U

UIC – Unit Identification Code
UID – User ID
ULP -- Unfair Labor Practice
URL –Uniform Resource Locator
USACE – U.S. Army Corps of Engineers
USAREUR – U.S. Army Europe
USARPAC – U.S. Army Pacific
USARSO – U.S. Army South
USMA – U.S. Military Academy

## V

VA -- Veterans' Administration
VERA -- Voluntary Early Retirement Authority
VSIP -- Voluntary Separation Incentive Program
VTC - Video Teleconference

## W

WG -- Wage Grade
WGI -- Within Grade Increase
WL -- Wage Leader
WS -- Wage Supervisor

# SPECIAL INSTRUCTIONS FOR TIMEKEEPERS

The current ABC System application “locks” all time, activity, and leave data into the system after four weeks from the current date. What this means is that end-users cannot alter any data entered four weeks after the current date has passed.

If for some reason, an end-user needs to correct a record/entry after four weeks, the individual designated as the local timekeeper for the employee can “unlock” the employee’s records so that he/she can make appropriate changes.

## *NOTES*

Timekeepers must be identified by the appropriate CPOC or CPAC Director.

If you are or will be designated as a timekeeper, contact your local data base administrator so that you can be granted the appropriate privileges.

A. **Unlocking Employee Records.** To unlock records, local timekeepers who have been granted user privileges must follow the procedures below:

1. From the ABC System home page, click the link “**ABC Administration**.” You will see a new pop up window with the words “**Activity Based Costing System – Administration**” in the title pane. You will also see the following message in the window:

**Welcome to the ABC Administration page. Please select from the above options.**
Please read the Maintenance guidelines before making any changes.

2. The **drop down menu** in the upper-right hand corner of this window automatically defaults to the **Choose Maintenance** option. Click the drop down menu and select the option, “**Unlock Records**.” (Figure 37).

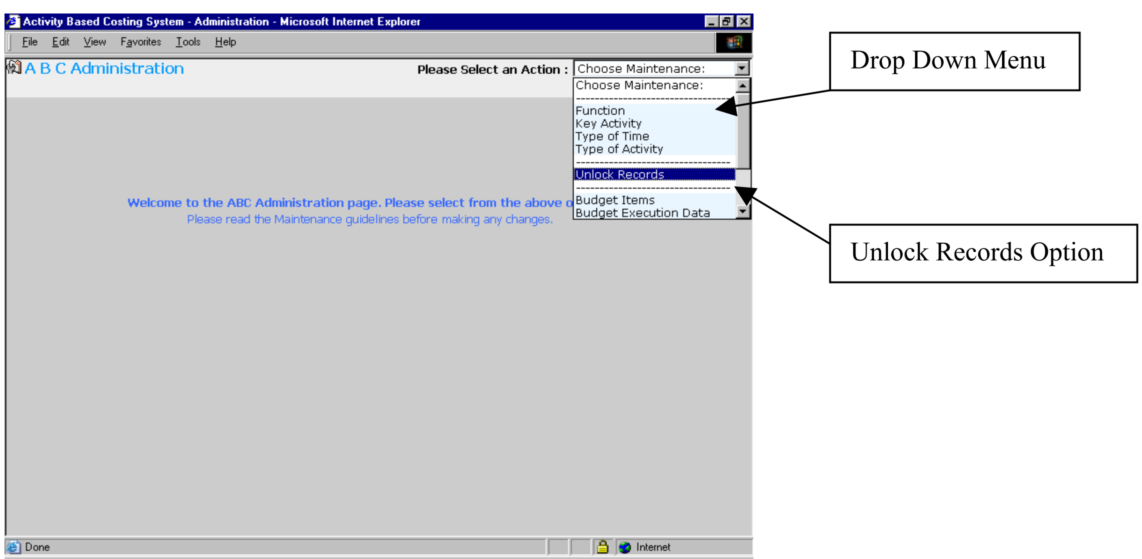


**Figure 37. Activity Based Costing System –- Administration Page**

3. After you select the **Unlock Records** option, you will see a new pop up window which allows you to unlock activity/leave records for selected employees during certain times. (Figure 38).

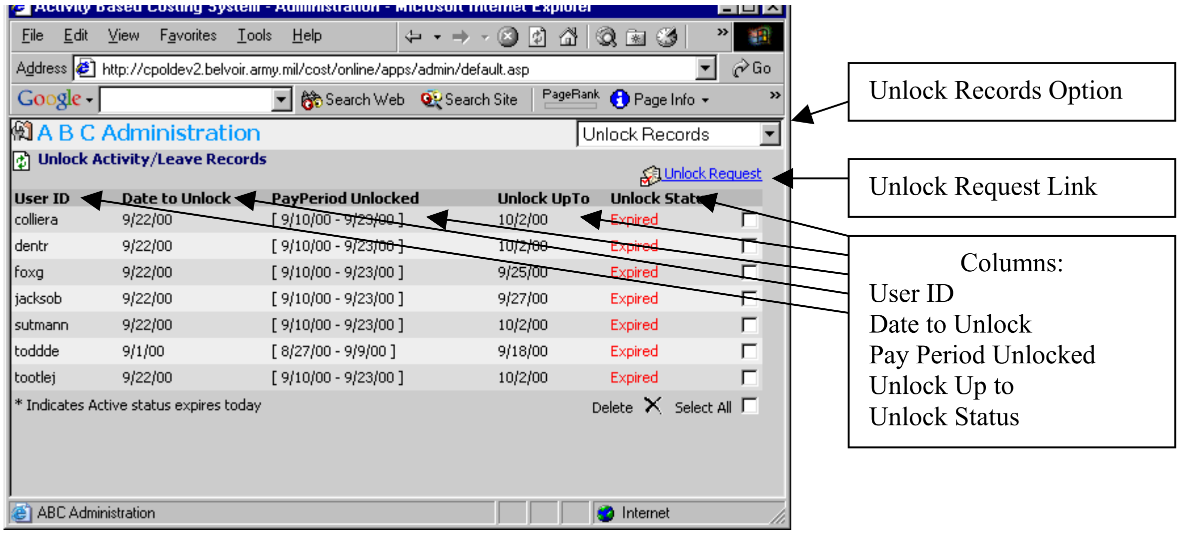


**Figure 38. Unlock Activity/Leave Records Screen**

4. Click on the **Unlock Request** link to unlock records. You will see a new pop up window titled, Unlock Request. (Figure 39).

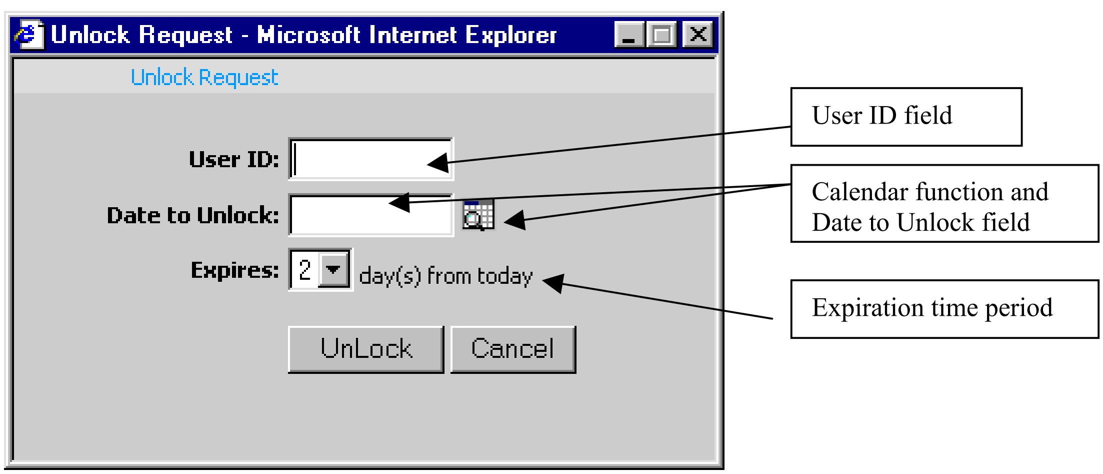


**Figure 39. Unlock Request Pop Up Window.**

5. Type in the **User ID** of the employee whose records you want to unlock in the **User ID** field.

6. Click on the calendar. A pop up window with a calendar will appear. Select the date from the calendar that you want to unlock. The date selected will then appear in the **Date to Unlock** field. In addition, records for the entire pay period containing the day requested may be unlocked as well.

> ***NOTE***
> End users have the capability of correcting their own records within four weeks of the current date. Thus, the unlock records feature will only allow you to enter a date in the **Date to Unlock** field if it is MORE THAN four weeks after the current date

7. Select the number of days that you want the unlock feature to be active. The system automatically defaults to 2 days. If you want the option to remain active for 0-3 days, select the appropriate number of days from the drop down menu next to the word **Expires**. The unlock period automatically expires at 12:00 AM (midnight, Eastern Standard Time) or after the requested number of days.

> ***NOTE***
> If you need further guidance on how to unlock an employee's records, select the **Guidelines** option from the drop down menu.
> A new browser window will appear, providing more specific guidance.

8. Click on the **UNLOCK** button to unlock an employee's records. You will be returned to an updated **Unlock Activity/Leave Records** screen. The following columns will be updated: **Date to Unlock**, **Pay Period Unlocked**, **Unlock Up to**, and **Unlock Status.** Click on the **CANCEL** button to discard your entries. You will be returned to the **Unlock Activity/Leave Records** screen before you pursued this option.

9. After unlocking an employee's records, he/she can make corrections to his/her entries.

**B. Adding Unlock Permissions.** To add an employee to your list of leave records that you can unlock, simply follows steps A1-5 of this section. Entering the employee's **User ID** in the User ID field identified in step 5 will add the employee's userid to your list for future reference. Refer back to Figure 38.

**C. Deleting Unlock Permissions**. To delete one or more employees or employees' records from your User ID list, follow the procedures below.

1. Click on the empty boxes in the same row as the **User IDs** of employees to whom you no longer want to give access.

2. Click on the **Delete** function (signified by the "**X**" symbol).

3. You will see a new pop up window stating:

| |
|---|
| **Are you sure you want to permanently delete the selected records** |

4. Click on the **OK** button if you want to delete the selected records. Your **Unlock Activity/Records** screen will be updated. Click on the **CANCEL** button if you want to retain the selected records. You will return to the same **Unlock Activity/Records** screen that you saw before choosing this option. See Figure 40.

5. If you want to delete all records on your **Unlock Activity/Records** screen, click on the "**Select All**" box. Follow steps B(2 – 4) above.

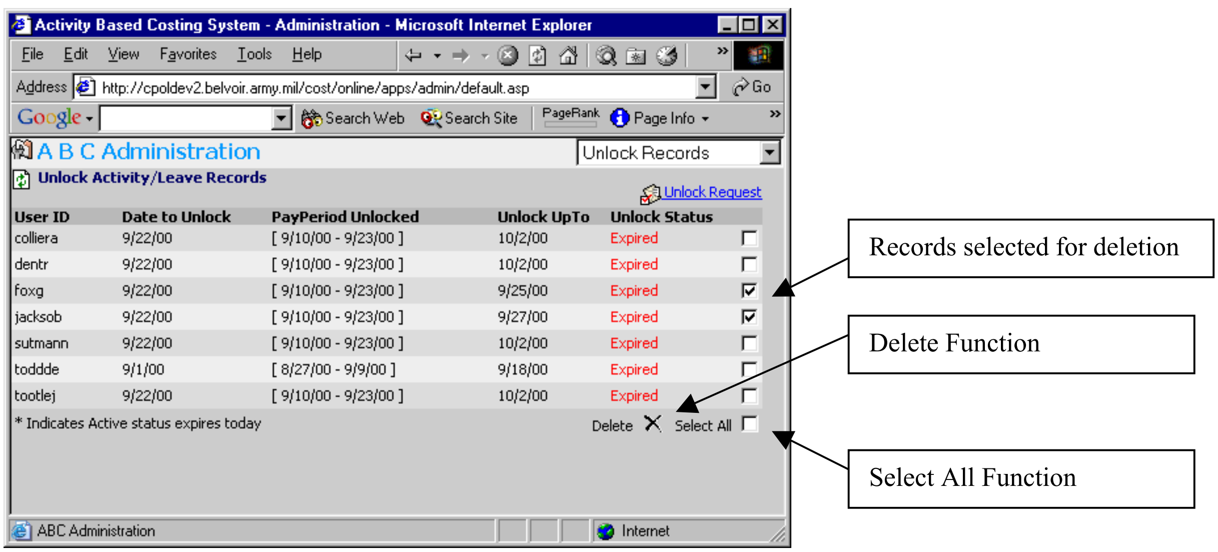


**Figure 40. Deleting Employee Records**